

**CIVIL SERVICE BOARD MINUTES**  
**NOTE: THE MINUTES OF THE CIVIL SERVICE BOARD ARE NOT VERBATIM.**

The Civil Service Board of the Seminole County Sheriff's Office met on October 11, 2022 via Go to Meeting and at the Seminole County Sheriff's Office. The Board Members present were Mr. Ben Newman (in person), Retired Major David Diggs (in person), Taurus Burke (in person), and Ms. Dawn Kraus (in person). HR Director Robert Hunter (in person) and HR Manager Christy Peters was also present.

The meeting started with a call to order at approximately 4:05 pm with roll call.

The minutes for the previous meeting, held on August 02, 2022, were reviewed. Major Diggs made a motion for approval of the minutes. Ms. Krause seconded the motion. The minutes were unanimously approved.

Under the agenda item, old business:

- There was no old business.

Under the agenda item, new business:

- The Sworn/Certified and Communications Eligibility List was reviewed. Discussion about generational makeup occurred and Ms. Krause made a motion for approval of the eligibility lists for Deputy Sheriff and Detention Deputy. Major Diggs seconded the motion. The eligibility lists were unanimously approved. The Civilian Communications eligibility list were reviewed and discussion of the typing test occurred. Major Diggs made a motion of approval for the Civilian Communications eligibility lists and DD Burke seconded the motion. It was unanimously approved.
- Updated passing score for typing test (minimum WPM) was discussed in reference to how many failed or passed and the reason for lowering the typing test WPM. Request to lower to 30 CWPM from 35 CWPM. This would be the standard for any position requiring a typing test. Major Diggs made a motion of approval and Ms. Krause seconded the motion. Lowering the typing test was unanimously approved.
  - Discuss also occurred about changing the waiting time for a re-take for failing the typing test from 6 months to 3 months. This items was not voted on.
- Annual Certification from Sheriff was reviewed and discussed. The pay plan submitted was FY21/22 as the FY22/23 is still in draft. Major Diggs made a motion of approval and Ms. Krause seconded the motion. It was unanimously approved.
- Chairman Newman began discussion of the letter received from a Deputy Sheriff requesting an extension of an appeal. However, the Deputy Sheriff had resigned on September 19, 2022 and the letter was dated September 25, 2022. Due to the resignation, the Deputy Sheriff, had no right to an appeal.

Staff comments – Major Diggs brought up going back to physical meetings. Discussion involved physical vs online meetings.

The next meeting is scheduled for 4:00 pm on November 1, 2022.

The meeting adjourned at approximately 4:54 pm.

These minutes were prepared by Christy Peters and approved by the Board Secretary, Deputy Burke.