

## **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 May 3, 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), and Ms. Dawn Kraus (in person). Director Bob Hunter (remote), Manager Christy Peters (in person), Manager Mark Rehder (remote), Investigator Erik Aragon-Vela (remote), and HR Analyst I Marilyn Savlan (in person) were also present.

The meeting started with a call to order at approximately 4:02 pm with roll call.

The minutes for the meeting held on April 25, 2022 were reviewed. Major Diggs made a motion for approval of the minutes. Ms. Kraus seconded the motion. The minutes were unanimously approved.

A revision of meeting minutes for April 5, 2022 were submitted for review. Major Diggs made a motion for approval of the revised minutes. Ms. Kraus seconded the motion. The revised meeting minutes for April 5, 2022 were approved.

Mgr Mark Rehder provided an update on PAT standard times from neighboring law enforcement agencies for informational purposes. Human Resources staff will continue its research on this topic and once completed, they will present findings and a recommendation at a future meeting.

Prescreen questions within purview of CSB were reviewed for informational purposes. HR Analyst I Marilyn Savlan demonstrated applicant view of online prescreen questionnaire. Discussion about determining which positions are civil service followed, as well as admission of medical marijuana use on the prescreen questionnaire.

Civil Service Rules and Procedures were reviewed. A revision to section I(D)(2) in the Rules of Procedure was suggested to specify physical attendance. Human Resources staff will research this rule and present findings at next meeting.

Dir Hunter commented that a list of classified service positions will be presented to the board during annual review of roster and pay plan occurring later in the year.

The next meeting is scheduled for 4:00 pm on June 7, 2022.

The meeting adjourned at approximately 4:28 pm.

These minutes were prepared by Marilyn Savlan and approved by the Board Secretary, Deputy Burke.