

**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 6, 2020 via Go to Meeting. The Board Members present were Mr. Ben Newman, Retired Major David Diggs, Ms. Robin Butler, and Detention Deputy Taurus Burke. Director Bob Hunter, Captain Ron Shaw, Manager Christy Peters, Manager Mark Rehder, and Senior HR Analyst Shelley West were also present.

The meeting started with a call to order at approximately 4:16 pm with roll call.

The minutes for the meeting held on September 1, 2020 were reviewed. Major Diggs made a motion for approval of the minutes. Deputy Burke seconded the motion. The minutes were unanimously approved.

Director Hunter reviewed the survey of local agencies for their disqualification requirements. Human Resources recommended changing the disqualification of applicants for DUI from 10 years to 5 years. This change would be consistent with other agencies. Major Diggs made a motion for approval. Deputy Burke seconded the motion. The change was unanimously approved. Human Resources then recommended changing the disqualification of applicants for driver's license suspension from 5 years to 3 years. This change would be consistent with other agencies. Ms. Butler made a motion for approval. Major Diggs seconded the motion. The change was unanimously approved. Human Resources will follow up at a later meeting with recommendations for changes to references, employment, and neighborhood checks if needed.

The eligibility list was reviewed. Major Diggs made a motion for approval of the eligibility list. Ms. Butler seconded the motion. The eligibility list was unanimously approved.

Director Hunter discussed the promotional process and made the Board aware of a situation that occurred. An employee did not request an accommodation before testing and then asked for an accommodation after completing the test. Legal Counsel was not available when the request was made so the employee was allowed to retake the test. Legal Counsel has since made the decision not to use the second test score and the first test score will stand. The Board will be notified if the employee decides to appeal this decision.

The next meeting is scheduled for November 3, 2020 at 4pm.

The meeting adjourned at approximately 4:49 pm.

These minutes were prepared by Shelley West and approved by the Board Secretary, Deputy Burke.