



Civil Service Commission
, Chair
Rita Greggio, Vice-Chair
Scott Benton, Secretary
Louis Dauria, Commissioner
Andrew Ngo, Commissioner

Human Resources Representative
Mindy Falk or designee

City Attorney Representative
Shirle Eiting or designee

SPARKS CIVIL SERVICE COMMISSION MEETING MINUTES – DRAFT VERSION

5:30 P.M., Wednesday, July 8, 2020

This meeting was held virtually due to the Covid-19 pandemic

1. Call to Order

The meeting of the Sparks Civil Service Commission was called to order by Vice Chair Rita Greggio at 5:30 p.m.

2. Roll Call

Vice Chair Rita Greggio, Secretary Scott Benton, Commissioners Louis Dauria and Andrew Ngo, Human Resources Director Mindy Falk and Chief Assistant City Attorney Shirle Eiting PRESENT.

Nancy Rose read a brief statement regarding the third-party application being used for the virtual meeting and the process to request public comment.

3. Public Comment

There was no public comment.

4. Agenda

4.1 Approval of the Agenda (FOR POSSIBLE ACTION)

Consideration of taking items out of sequence, deleting items and adding items which require action upon a finding that an emergency exists.

Motion: Move to approve the agenda as submitted.

Moved by: Commissioner, Ngo

Seconded by: Commissioner, Dauria

Yes: Commissioners Ngo, Dauria, Benton and Greggio

No: None

Abstain: None

Vote: Motion passed unanimously, 4-0.

5. Minutes

5.1 Consideration and possible approval of the minutes of the Sparks Civil Service Commission meeting for March 4, 2020.

Scott Benton requested a correction to item 7.4 of the minutes. The item reflects that he voted and he was not present at the March 4th meeting. It was confirmed that this item should be corrected to Rita Greggio.

Motion: Move to approve the minutes of the Sparks Civil Service Commission meeting for March 4, 2020 as amended.

Moved by: Commissioner Benton

Seconded by: Commissioner Dauria

Yes: Commissioners Dauria, Ngo, Greggio and Benton

No: None

Abstain: None

Vote: Motion passed unanimously, 4-0.

6. Announcements, Presentations, Reports (non-action items only)

6.1 Announcement: Recognition and retirement of Michael Rainey

Mindy Falk recognized Michael Rainey's thirteen plus years of dedication and service to the Civil Service Commission. Michael was appointment to the Civil Service Commission on March 26, 2007. He attended his first meeting on April 11, 2007. He was elected as Vice Chair on July 9, 2008 and held that position until he was elected Chair on January 10, 2018. Michael has retired from the Civil Service Commission as of June 30, 2020 and we would like to thank him for his service to the Commission.

The Commissioners thanked Michael for his leadership.

Michael Rainey extended his thanks for the recognition.

6.2 Report: Report of City of Sparks Civil Service employee actions from March 2020 through June 2020

An agenda item from Human Resources detailing employee actions from March 2020 through June 2020.

6.3 Report: Report of City of Sparks Civil Service advertising from March 2020 through June 2020

An agenda item from Human Resources detailing advertising from March 2020 through June 2020.

6.4 Report: Report of City of Sparks Civil Service testing completed from March 2020 through June 2020

An agenda item from Human Resources detailing testing completed from March 2020 through June 2020.

6.5 Report: Presentation on City of Sparks Job Posting Changes

Jill Valdez Human Resources Analyst Senior reviewed the presentation with the Commission. It has been determined that the job posting methodology the City has used in the past may be antiquated and does not capture the attention/interest of applicants. The recommendation is to use the four key components that attract the candidates: 1) job security; 2) benefits package; 3) meaningful work and 4) service to the community.

Vice Chair Rita Greggio asked if the City has seen this type of trend with the numbers for Sparks even despite the City's growing community size.

Jill Valdez provided one example. A review of the Police Officer Recruit posting statistics over a four-year period was conducted. There were over 40,000 views to the job posting as well as increased advertising over the past few years. Of the 40,000 views, there were approximately 1,100 applicants. The new posting format will be used moving forward as we post new openings.

6.6 Seniority Lot Draw: Lot draw to determine seniority for Zakary Harjes, Troy May and Yazir Nauhman-Barrios hired on March 23, 2020 as Firefighter/Paramedics

Commissioner Benton drew seniority lots as follows: 1) Yazir Nauhman-Barrios; 2) Zakary Harjes; 3) Troy May

6.7 Seniority Lot Draw: Lot draw to determine seniority for Jazlyn Brussato, Fernando Guerrero-Olvera, Robert Tonseth, Paki Vega and Fernando Vazquez hired on March 30, 2020 as Laborers

Commissioner Ngo drew seniority lots as follows: 1) Robert Tonseth; 2) Fernando Guerrero-Olvera; 3) Paki Vega; 4) Fernando Vazquez; 5) Jazlyn Brussato

6.8 Seniority Lot Draw: Lot draw to determine seniority for Meredith Miller, Grayson Oblender and Austin Sprinkle hired on June 29, 2020 as Police Officer Recruits

Commissioner Dauria drew seniority lots as follows: 1) Meredith Miller; 2) Austin Sprinkle; 3) Grayson Oblender

7. General Business (For Possible Action)

7.1 Election of Officer for a period of one year (FOR POSSIBLE ACTION)

7.1a Election of Chairperson – Eligible Candidates –Louis Dauria, Rita Greggio, Scott Benton and Andrew Ngo (For possible action)

Motion: Move to elect Rita Greggio as Chairperson for a period of one year.

Moved by: Commissioner Dauria

Seconded by: Commissioner Ngo

Yes: Commissioner Ngo, Dauria and Benton

No: None

Abstain: None

Vote: Motion passed unanimously, 3-0.

7.1b Election of Vice Chairperson – Eligible Candidates – Louis Dauria, Scott Benton and Andrew Ngo (For possible action)

Motion: Move to elect Andrew Ngo as Vice Chairperson for a period of one year.
Moved by: Commissioner Dauria
Seconded by: Commissioner Benton
Yes: Commissioner Benton, Dauria and Greggio
No: None
Abstain: None
Vote: Motion passed unanimously, 3-0.

7.1c Election of Secretary – Eligible Candidates – Louis Dauria and Scott Benton (For possible action)

Motion: Move to re-elect Scott Benton as Secretary for a period of one year.
Moved by: Commissioner Dauria
Seconded by: Commissioner Greggio
Yes: Commissioner Ngo, Dauria and Greggio
No: None
Abstain: None
Vote: Motion passed unanimously, 3-0.

7.2 Consideration and possible approval of request from Kember Murphy for a one-year extension on the Re-Employment List for Legal Secretary II–Civil. (FOR POSSIBLE ACTION)

Motion: Move to approve the request from Kember Murphy for a one-year extension on the Re-Employment List for Legal Secretary II-Civil.
Moved by: Commissioner Benton
Seconded by: Commissioner Ngo
Yes: Commissioner Ngo, Benton, Dauria and Greggio
No: None
Abstain: None
Vote: Motion passed unanimously, 4-0.

7.3 Consideration and possible approval to remove names from the Police Officer eligibility list(s) as outlined in the confidential candidate selection letter. (FOR POSSIBLE ACTION)

Commissioner Benton lost connection to the meeting.

Motion: Move to approve the removal of names from the Police Officer Assistant eligibility list as outlined in the confidential candidate selection letter.

Moved by: Commissioner Ngo
Seconded by: Commissioner Dauria
Yes: Commissioner Dauria, Ngo and Greggio
No: None
Abstain: None
Vote: Motion passed unanimously, 3-0.

7.4 Consideration and possible approval for a six-month extension of the Customer Service Specialist I/II eligibility list. (FOR POSSIBLE ACTION)

Commissioner Benton reconnected via audio.

Mindy Falk explained that the reason for the extension of the eligibility lists is that they have a sufficient number of qualified candidates remaining on the lists and to minimize staff resources for testing. An eligibility list is typically good for one year; however, two six-month extensions can be requested from the Commission.

Motion: Move to approve a six-month extension of the Customer Service Specialist I/II eligibility list.
Moved by: Commissioner Ngo
Seconded by: Commissioner Dauria
Yes: Commissioner Dauria, Benton, Ngo and Greggio
No: None
Abstain: None
Vote: Motion passed unanimously, 4-0.

7.5 Consideration and possible approval for a six-month extension of the Accounting Specialist I/II eligibility list. (FOR POSSIBLE ACTION)

Commissioner Benton lost connection prior to the vote.

Motion: Move to approve a six-month extension of the Accounting Specialist I/II eligibility list.
Moved by: Commissioner Ngo
Seconded by: Commissioner Dauria
Yes: Commissioner Greggio, Dauria and Ngo
No: None
Abstain: None
Vote: Motion passed unanimously, 3-0.

7.6 Consideration and possible approval for a six-month extension of the Administrative Secretary eligibility list. (FOR POSSIBLE ACTION)

Motion: Move to approve a six-month extension of the Administrative Secretary eligibility list.
Moved by: Commissioner Ngo
Seconded by: Commissioner Dauria
Yes: Commissioner Dauria, Ngo and Greggio

No: None
Abstain: None
Vote: Motion passed unanimously, 3-0.

7.7 Consideration and possible approval for a six-month extension of the Records Technician eligibility list. (FOR POSSIBLE ACTION)

Motion: Move to approve a six-month extension of the Records Technician eligibility list.
Moved by: Commissioner Ngo
Seconded by: Commissioner Dauria
Yes: Commissioner Dauria, Ngo and Greggio
No: None
Abstain: None
Vote: Motion passed unanimously, 3-0.

7.8 Consideration and possible approval for a six-month extension of the Police Lieutenant eligibility list. (FOR POSSIBLE ACTION)

Motion: Move to approve a six-month extension of the Police Lieutenant eligibility list.
Moved by: Commissioner Ngo
Seconded by: Commissioner Dauria
Yes: Commissioner Dauria, Ngo and Greggio
No: None
Abstain: None
Vote: Motion passed unanimously, 3-0.

8. City Staff and Committee Member Announcements

8.1 City Staff Announcements

Mindy Falk announced that we are working through the Covid situation and working on ways to continue testing while social distancing. We have conducted some Police testing and have come up with ways to social distance. We will continue to work through the situation and see if there are different ways to test while still maintaining the Civil Service Rules and Regulations.

8.2 Committee Member Announcements

Rita thanked the Commission for her nomination.

9. Public Comment

There was no public comment.

10. Adjournment

Civil Service Commission Meeting was adjourned at 6:14 p.m.

Rita Greggio, Chair

ATTEST:

Mindy Falk, Human Resources Director

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