



**MINUTES**  
**CIVIL SERVICE COMMISSION**  
**MEETING**  
**SEPTEMBER 24, 2024**  
**2:30 P.M.**

The City of Madeira Beach Civil Service Commission meeting was scheduled for 2:30 p.m. on September 24, 2024, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

**MEMBERS PRESENT:** Jerry Cantrell, Chair  
Paul Tilka  
Clara VanBlargan, Ex-Officio Secretary

**MEMBERS PRESENT:** Jerry Cantrell, Chair  
**(2<sup>nd</sup> Roll Call)** Paul Tilka  
James Paul  
Clara VanBlargan, Ex-Officio Secretary

**MEMBERS ABSENT:** Christina Ponte, Vice Chair  
Judithanne McLauchlan

**CITY STAFF PRESENT:** Robin Gomez, City Manager  
Megan Powers, Assistant to City Manager/HR Staff  
Attorney Rob Eschenfelder, Trask Daigneault, L.L.P.

**1. CALL TO ORDER**

Chair Jerry Cantrell called the meeting to order at 2:31 p.m.

**2. ROLL CALL**

City Clerk Clara VanBlargan called the roll. Vice Chair Christina Ponte and Judithanne McLauchlan were absent.

**3. PUBLIC COMMENT**

There were no public comments.

**4. OATH OF OFFICE**

**A. Oath of Office: James Michael Paul – Appointed by the Board of Commissioners on August 14, 2024.**

City Clerk Clara VanBlargan administered the Oath of Office to James Michael Paul.

## **5. ROLL CALL**

City Clerk Clara VanBlargan called the roll.

Jerry Cantrell, Chair  
Paul Tilka  
James Paul

## **6. APPROVAL OF MINUTES**

### **A. Approval of Minutes**

- **2024-04-09, Civil Service Commission Meeting Minutes**

Commissioner Tilka motioned to approve the minutes as written. Commissioner Paul seconded the motion. All were in favor.

- **2024-05-21, Civil Service Commission Meeting Minutes**
- **2024-07-01, Civil Service Commission Meeting Minutes**

Commissioner Tilka motioned to approve the minutes as written. Commissioner Paul seconded the motion. All were in favor.

## **7. HR REPORT**

### **A. HR Report**

HR Staff Megan Powers gave an update on the HR Report provided in the meeting packet, which included the following topics:

- Open positions and recently filled positions
- The HR State Conference in Orlando
- AI Policy Attorney Eschenfelder drafted
- Meeting with Treasure Island HR Director
- Training opportunities
- Maternity/Paternity
- Applications for motivation and employee communication
- Employee Satisfaction Survey
- Social Media Policy
- Phone Policy
- Paycom Onboarding

## **8. UPDATE – Gehring Group – HR, Classification & Compensation Plans Study**

HR Staff Megan Powers gave an update on the HR, Classification & Compensation Plan Study as follows:

- Staff meets with the Gehring Group every other week for updates.
- Gehring Group has all of the job descriptions and pay plan.
- They are waiting for information from the competitive sets.

## **9. OLD BUSINESS**

### **A. “Draft” Madeira Beach Personnel Policy 2024 (edits through July 8, 2024)**

The Board reviewed the Personnel Policy and made the following changes:

- Section I.A.10. – Add “City Treasurer” to the last sentence. The City Treasurer also serves at the pleasure of the Board of Commissioners.
- Section VI.B.13. – Remove the parentheses around the “s” to read “Holidays.”
- Section VII.A.10.a.(1). – Change (120 hours) to (160 hours) and add the word “birth” before “mothers.”
- Section VII.D.1.a. – Change from “for up to three (3) scheduled work days” to “for up to three (3) days in state and five (5) days out of state, depending on where the deceased family member lived or where the memorial service or burial takes place.” Remove “five (5) days for employees working four (4) 10 hour shifts.”
- Section IX. – Change the word “COUNTY” to “CITY” in the heading.
- Section IX.D.9. – Change “interviewing for any job for” to read “interviewing for or receipt of any job for”
- Section XII.D. – Change the subtitle from “Prohibition Against Retaliation; Civil Service Commission Oversight” to “Prohibition Against Retaliation; Periodic Reports to the Civil Service Commission.”
- Section XII.D.4. – Change the word “grievance” to “complaints.”
- Section XIII. – Put A. Policy, B. Definitions, and C. Procedure into one subsection.
- Section XVIII.3.e. – Add “social media,” before the word “online.”
- Section XXII.2. – Remove the subsection.
- Section XXV.A. – Add the words “by the manager” after the word “issued.”
- Section XXV.G. – Add the words “, or filing an administrative complaint with any state or federal agency.” to the end of the paragraph.
- Section XXV.M. – Add “vape product” to the heading and in the first sentence.
- Section XXV.R. – Add “including from the employee’s final paycheck” after the word “compensation” on the third line.
- Section XXV.S. – Add the word “City” before “Social Media” in the heading.
- Section XXVI.12. – Add the words “vape product” after “e-cigarettes.”

Attorney Eschenfelder suggested they approve the document with the changes. At the next Civil Service Commission meeting, they would see the final document and the ordinance that adopts it which they would vote on.

Ms. Powers said she would send the draft document to the employees for their feedback.

The Civil Service Commission made the final revisions to the policy, instructed the attorney to put it in final form, and to bring it back with the ordinance for adoption at the next meeting for final approval.

City Clerk VanBlargan said they would need to appoint their officers at the October meeting according to the City Charter.

## **10. FUTURE AGENDA ITEMS**

The Civil Service Commission reviewed the future discussion items and updated the list:

- A. Ordinance 2024-07 (Ordinance 2023-06), Amendment to Civil Service Commission Rules – *review for changes after new personnel policy is adopted*
- B. Implementation Process for making sure that all Rules, Regulations, and Procedures of the Employee Personnel Policy are working and are followed by everyone (City Charter, 5.7, C, 8) - *address in Civil Service Commission rules ordinance*
- C. Department Specific Rules – *review after personnel policy is adopted*
- D. Employee Satisfaction Surveys – *review after Personnel Policy is adopted*
- E. Separation Survey – *review after Personnel Policy is adopted*
- F. HR Director Position – *address after Personnel Policy is adopted*
- G. Offer Letter - *review after Personnel Policy is adopted*
- H. City’s Appeal Form – *review after new personnel policy adopted*
- I. Safety Manual – *review after new personnel policy adopted*
- J. PowerPoint History Presentation- Civil Service Commission beginning when it was first created by the City of Madeira Beach Voters – *for future meeting after Personnel Policy adopted*

## **11. NEXT MEETING**

The next meetings are scheduled for Tuesday, October 22, 2024, at 4:00 p.m. and Wednesday, December 4, 2024, at 4:00 p.m. (dates and times subject to change).

## **12. ADJOURNMENT**

The meeting was adjourned at 5:36 p.m.

ATTEST:  
September 24, 2024, Civil Service Commission Meeting Minutes

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Jerry Cantrell, Chair

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DRAFT



**CITY OF MADEIRA BEACH**  
**OATH OF OFFICE**  
**CIVIL SERVICE COMMISSION**

I, James Michael Paul do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Florida, the Charter and the Code of Ordinances of the City of Madeira Beach and that I will faithfully discharge my duties as a member of the Civil Service Commission for the City of Madeira Beach to the best of my ability in the manner provided by law.

JAMES MICHAEL PAUL  
Print Name

[Handwritten Signature]  
Signature

Date: 9/24/24

**STATE OF FLORIDA**  
**COUNTY OF PINELLAS**

The foregoing instrument was acknowledged before me this 24<sup>th</sup> day of September, 2024.

[Handwritten Signature]  
Clara VanBlargan, MMC, MSM  
City Clerk