



MINUTES

CIVIL SERVICE COMMISSION MEETING APRIL 9, 2024 5:00 P.M.

The City of Madeira Beach Civil Service Commission meeting was scheduled for 5:00 p.m. on April 9, 2024, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: Jerry Cantrell, Chair
Cristina Ponte, Vice Chair
Judithanne McLauchlan
Clara VanBlargan, Ex-Officio Secretary

MEMBERS ABSENT: Paul Tilka

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

1. CALL TO ORDER

Chair Jerry Cantrell called the meeting to order at 5:04 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll. Commissioner Tilka was absent.

3. PUBLIC COMMENT

There were no public comments.

4. APPROVAL OF MINUTES

A. Approval of Minutes

- **2024-03-07, Civil Service Commission Meeting Minutes**

Chair Cantrell asked to add that Attorney Eschenfelder will revisit the question regarding permanent additional duties, Section V.C.8., and where the Board will begin their discussion at the next meeting to the minutes.

Vice Chair Ponte motioned to approve the minutes as amended. Commissioner McLauchlan seconded the motion, and all were in favor. The motion carried 3-0.

5. HR REPORT

HR Staff Megan Powers gave an update to the HR Report as follows:

- The open positions and the new hires
- PTO donation
- Compensation and Classification Study
- Trainings

Chair Cantrell asked if the City is using the General Services Administration (GSA) rates for the Travel Policy. Ms. Powers said she would need to change the Travel Policy to put it in place.

6. RFP 24-01 HR, CLASSIFICATION, AND COMPENSATION PLANS STUDY

- A. Proposal – AutoSolve, Inc.**
- B. Proposal – Cody & Associates, Inc.**
- C. Proposal – Gehring Group, Inc.**
- D. Proposal – Pontifex Consulting Group**
- E. Madeira Beach 2019 Compensation Study**
- F. Email Responses – Megan Powers, HR Staff**
- G. Email Responses – Jerry Cantrell, Chair, Civil Service Commission**

Ms. Powers gave an overview of the feedback she received on the companies. After a brief discussion, Chair Cantrell recommended Gehring Group, Inc. as the primary company, and Ms. Powers recommended AutoSolve, Inc. as the secondary.

Vice Chair Ponte motioned to move forward with Gehring Group, Inc. as the primary and AutoSolve, Inc. as the backup for RFP 24-01 HR, Classification, and Compensation Plans Study. Commissioner McLauchlan seconded the motion, and all were in favor. The motion carried 3-0.

7. “DRAFT” EMPLOYEE PERSONNEL POLICY – UPDATED THROUGH JANUARY 2024

- A. “Draft” Employee Personnel Policy – updated through January 2024**

XII. EMPLOYEE COMPLAINT PROCEDURE

A. Definition of Terms

The following change was made:

- Change the word “grievance” to “appeal” in Subsection 1. Complaint. City Clerk Clara VanBlargan said there is a grievance process. Vice Chair Ponte said she wanted them to be consistent with the terminology. Chair Cantrell asked to review the City’s Appeal Form. Chair Cantrell felt the complaint procedure should come before the punitive measures, and Attorney Meyer noted it.

Attorney Meyer said the word appeal is used when a decision has been made and you want to challenge it. That is not the way the Employee Complaint Procedure definition reads, and she recommended using the word “complaint.” She made a note for Attorney Eschenfelder to review it.

B. General Provisions

No changes were made to this Section.

C. Procedural Steps

The following changes were made:

- After the first sentence, add, “If the complaint involves any person within the listed process, that process may be skipped and escalated to the next step in the listed process.”
- Change “calendar days” to “working days” throughout the Section.
- STEP III: Human Resources Department – Attorney Meyer recommended adding language relative to “HR may interview the complainant if necessary.” She made a note for Attorney Eschenfelder to review.
- Added “Make sure complaints are addressed in a timely manner” to the Board’s checklist.

D. Prohibition Against Retaliation

The following changes were made:

- Change “calendar days” to “working days” in Subsection 2.
- Chair Cantrell suggested adding language to the end of Subsection 2, referring that the complaint does not stop at the City Manager if he is part of it. Commissioner McLauchlan

asked if the whistleblower ordinance would be in effect at that point. Attorney Meyer said they would need to look at the wording of the ordinance.

No changes were made to the following Sections:

- **XIII. ILLEGAL DISCRIMINATION OR HARASSMENT**
- **XIV. LABOR-MANAGEMENT RELATIONS**
- **XV. EMPLOYEE RECOGNITION PROGRAM**
- **XVI. EMPLOYEE PERFORMANCE PROGRAM**

XVII. OUTSIDE EMPLOYMENT, ENTERPRISE BUSINESS

The following changes were made:

- Add language referring that training is offered on an annual basis for ethics, including conflicts of interest in Subsection 12, and make it required as part of onboarding.
- Ms. Powers recommended sending second employment forms through Paycom on an annual basis. The Board agreed.
- Add in Section X. CODE OF ETHICS FOR OFFICERS AND EMPLOYEES a sentence saying, “If you are required to have ethics training, it will be provided every year, and it will be available to those that are not required to take it.”
- Address putting required additional training per department in outside policy at a later date.

XVIII. POLITICAL ACTIVITY

The following change was made:

- Reference the social media clause in Paragraph 4.
- Have the Attorney find another section that discusses that an employee can lose their job if they run for office.

XIX. SAFETY

No changes were made to this Section.

XX. DRUG-FREE WORKPLACE PROGRAM

The following changes were made:

- In Section XX.B.1.g.(3) on page XX-7, in the first line after the word “include” add “but not limited to.”

Chair Cantrell asked if the City would let an employee go with an unconfirmed positive test result. Ms. Powers said they would send the employee home if it was not confirmed and would not allow them to come back to work until a doctor cleared them.

Chair Cantrell asked if an employee could use sick time for rehabilitation. The City Manager said yes.

Chair Cantrell asked if the City has an Employee Assistance Program. Ms. Powers said yes, through insurance.

- Spell out the acronym EAP in Section XX.E.3. to read Employee Assistance Program.

XXI. PROFESSIONAL DEVELOPMENT

Chair Cantrell asked if they needed to guarantee the City would pay for the continuation of certifications for employees. Ms. Powers said the City would pay for certification if an employee did not have it, and any recertification. The Offer Letter includes repayment if an employee leaves within a year. Attorney Meyer suggested they include something more generic such as the City may provide the reimbursements and refer to what would dictate whether it would be reimbursed.

No changes were made to the following Sections:

- **XXII. TRAVEL TIME**
- **XXIII. WORKPLACE VIOLENCE AND THREATS**

The Board asked for the updated version by May 6th so they would have time to review it before the June 6th meeting. They will read back through from the beginning.

The City Clerk listed the following upcoming training sessions that will be available in the Commission Chambers:

- Cyber Security on May 14th 8:30 a.m. – 12:30 p.m.
- 4-Hour Ethics Training on July 17th 10:00 a.m. – 3:30 p.m.
- Parliamentary Training – Date and time to be determined

8. ITEMS TO BE SCHEDULED FOR FUTURE DISCUSSIONS

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 – *address at the June 5, 2024 meeting after the HR Report.*
- B. RFP – Classification and Compensation Plan Study – *in process*
- C. Classification of all Classified City Positions, based upon the Duties, Authority, and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances (City Charter, Sec. 5.7, C, 1) – *in process*
- D. Pay Plan for all Classified City Positions (City Charter, Section 5.7, C, 2) – *in process*
- E. Methods for determining Merits and Fitness of Candidates for Appointment or Promotions (City Charter, Section 5.7, C, 3) – *address in new personnel policy*
- F. 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*
- G. Department Specific Rules – *address at a future meeting*
- H. Employee Satisfaction Surveys – *address after Personnel Policy is adopted*
- I. Separation Survey – *address after Personnel Policy is adopted*
- J. HR Director Position – *address after Personnel Policy is adopted*
- K. Review of Offer Letter - *address after Personnel Policy is adopted*
- L. Training Requirements for Management Employees – *address in new personnel policy*
- M. Alternative Employment Plan – *address in new personnel policy*
- N. Complaints must be addressed in a timely manner – *address in new personnel policy*
- O. Review City’s Appeal Form – *review after new personnel policy adopted*
- P. Review Safety Manual – *review after new personnel policy adopted*
- Q. 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*
- R. Robert's Rules of Order – *Thursday, June 13, 2024 at 1:00 p.m. in the Commission Chambers (90-minute presentation)*

9. NEXT MEETING

Next scheduled meetings:

- Wednesday, June 5, 2024, 4:00 p.m. – 6:00 p.m.
- Wednesday, September 4, 2024, 4:00 p.m. – 6:00 p.m.
- Wednesday, December 4, 2024, 4:00 p.m. – 6:00 p.m.

10. ADJOURNMENT

The meeting was adjourned at 7:10 p.m.

ATTEST:

Jerry Cantrell, Chair

Clara VanBlargan, City Clerk/Secretary Ex-Officio

DRAFT