



MINUTES

CIVIL SERVICE COMMISSION MEETING JULY 1, 2024 3:30 P.M.

The City of Madeira Beach Civil Service Commission meeting was scheduled for 3:30 p.m. on July 1, 2024, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: Judithanne McLauchlan
Paul Tilka
Clara VanBlargan, Ex-Officio Secretary

MEMBERS ABSENT: Jerry Cantrell, Chair
Christina Ponte, Vice Chair

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

City Clerk Clara VanBlargan called the meeting to order at 4:02 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll. Chair Cantrell and Vice Chair Ponte were absent. There was no quorum.

3. PUBLIC COMMENT

There were no public comments.

4. APPROVAL OF MINUTES

A. Approval of Minutes

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

There was no quorum to approve the minutes.

5. HR REPORT

July 1, 2024, Civil Service Commission Meeting Minutes

Page 1 of 3

A. HR Report – June 5, 2024, Civil Service Commission Meeting

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

- Open positions and recently filled positions
- Training opportunities for managers and employees
- Compensation and Classification Study
- Updated Travel Policy
- Maternity/Paternity
- Certifications – Attorney Eschenfelder to add a portion to handbook stipulating an agreement with city and employee
- PTO for full-time to part-time employees
- Exit Survey
- Employee Satisfaction Survey
- Social Media Policy
- Phone Policy
- Cell Phone Training
- PTO Donation
- Paycom Onboarding

6. DISCUSSION ITEMS

A. Ordinance 2023-06 (Ordinance 2024-07), Amendment to Civil Service Commission Rules

This item was not discussed.

B. “Draft” Madeira Beach Personnel Policy 2024 (edits through May 12, 2024)

This item was not discussed.

7. 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)*

8. NEXT MEETING

The Commission talked about possibly having a meeting in August, but no date was scheduled.

The next meeting is scheduled for Wednesday, September 4, 2024, from 4:00 p.m. to 6:00 p.m.

9. ADJOURNMENT

The meeting was adjourned at 4:19 p.m.

ATTEST:

Jerry Cantrell, Chair

Clara VanBlargan, City Clerk/Secretary Ex-Officio