



**MINUTES**  
**CIVIL SERVICE COMMISSION**  
**MEETING**  
**OCTOBER 11, 2023**  
**3:30 P.M.**

The City of Madeira Beach Civil Service Commission meeting was scheduled for 3:30 p.m. on October 11, 2023, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

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

**MEMBERS ABSENT:** Gene Embler, Chair

**CITY STAFF PRESENT:** Robin Gomez, City Manager  
Attorney Rob Eschenfelder, Trask Daigneault, L.L.P.

**1. CALL TO ORDER**

Chair Gene Embler called the meeting to order at 3:36 p.m.

**2. ROLL CALL**

City Clerk Clara VanBlargan called the roll. Chair Embler was absent.

**3. PUBLIC COMMENT**

There were no public comments.

**4. APPROVAL OF MINUTES**

**A. Approval of Minutes**

- **2023-09-13, Civil Service Commission Meeting Minutes**

Commissioner Tilka motioned to approve the minutes as written. Commissioner Cantrell seconded the motion.

ROLL CALL:

Commissioner Tilka	"YES"
Commissioner Cantrell	"YES"
Commissioner McLauchlan	"YES"
Vice Chair Ponte	"YES"

The motion carried 4-0.

## 5. OLD BUSINESS

### A. "Draft" Personnel Policy Manual

#### I. EMPLOYMENT (Page I-1 of "Draft" Personnel Policy Manual)

##### A. Non-Temporary (Regular) Employment

1. In the interest of hiring "best qualified and available" people to meet City employment requirements, and to avoid favoritism in hiring practices, the Human Resources Department is responsible for ensuring that all interested applicants have an equal opportunity to apply for City employment.
2. Notices of open positions will be published interdepartmentally and/or publicly according to the department's request and concurrence of the Human Resources Department. Notwithstanding the foregoing, where a department director or other official with hiring authority determines that a particular candidate is fully qualified for a position (for instance, where an intern or employee in acting status has been working successfully in the position for some time), the Human Resources Staff may authorize that candidate to be offered the position without the need to post the position. However, to prevent undue favoritism or nepotism and ensure a diverse, well qualified work force, this exception should not be regularly used in place of posting opportunities and allowing candidates to apply.

Paragraph 1 & 2 discussed at the September 13, 2023 Civil Service Commission Meeting.

3. Applicants for City employment apply to the Human Resources Department in the form and manner, including electronic application submission, as the Department designates. Applicants who make initial contact with an individual City department and/or applications/resumes received by other City departments shall immediately be directed to the Human Resources Department. ~~The Human Resources Staff or designee may grant exceptions for certain special programs.~~

Commissioner Cantrell said it does not mention the "certain special programs." That is the only reference to special programs in the entire document. It is for non-temporary employment, so it might not qualify in that section. Attorney Eschenfelder said they could remove that sentence. The Commission consented to removing the sentence.

4. Applications are accepted for announced openings during the published advertising

period.

5. Once a position has been filled, the position is closed. Should one or more of the same positions come open again within ninety days after first being filled, a department may make an offer to the next most qualified candidate from among the original applications. Alternatively, or if the vacancy arises more than sixty days later, the position will, absent an exception approved by the Human Resources Staff, be re-advertised and new applications sought.

Commissioner Cantrell said the 90 days makes sense but not sure about the 60 days. Vice Chair Ponte said the sentence could be revised for clarity. Attorney Eschenfelder said the intent is to pull from the original pool of applicants to prevent staff from wanting to re-advertise because their desired person did not apply. They have to wait 60 days. It would not be fair to those who submitted their application by the advertised deadline. He will try rewording it.

The City Manager said they must wait 90 days, although it does not make sense. Companies would want to re-advertise ASAP to fill the position.

Vice Chair Ponte said she was currently doing a lot of recruiting, which was not easy. The idea of delaying it by 60 days troubles her. She is not comfortable with Paragraph 5 as it stands. It is prohibitive to operations.

Attorney Eschenfelder said they could revisit that when he comes back with a reword.

6. Employees chosen for interviews for other City jobs will be allowed to interview during work hours if necessary. Departments shall work with the employee to make reasonable adjustments to the employee's schedule to permit the interview. ~~If the interview takes place during the employee's scheduled work hours, the time will not be paid, and employees should use available vacation leave for such purposes.~~ Employees who interview during work hours shall receive their normal pay. All other interviews are unpaid.

Commissioner Cantrell said he disagreed with it. If they are trying to fill a position within the City to promote people to move forward, they should be paid for their time during their work hours to do an interview and not be required to take vacation time. The Commission agreed and asked if they needed to remove the last sentence in the paragraph.

Attorney Eschenfelder said the last sentence has nothing to do with non-employee applicants but when the interview occurs. They have to think about what compensable work is. It is not compensable work to be interviewing for a job that is not the job they currently have. The argument is that the taxpayers are paying those people to do their current job. They want employees to advance but paying them their time for an interview would be generous.

Commissioner McLauchlan asked if it mattered if they were hourly employees on the clock versus salaried employees. The Attorney said salaried employees are exempt under FLSA. Salaried employees must receive their entire salary if they work only one hour during the pay period. The

paragraph deals with hourly employees. Hourly employees must work the whole pay period and can use their vacation time to do the interview. Commissioner Cantrell said if they are trying to promote people within, employees deserve to be paid for that time if it is during their working hours. Salaried employees get paid regardless.

Attorney Eschenfelder suggested rewording the sentence to say, "Employees who interview during work hours shall receive their normal pay." The Commission and the City Manager said it was reasonable.

7. The Human Resources Staff may establish eligibility registers for positions as required by turnover frequency or other recruitment issues. Positions that are identified by departments or the Human Resources Department as being vacant on a regular basis or having certain recruitment needs, may have an eligibility register of qualified applicants established. The Human Resources Staff is responsible for establishing the registers in accordance with the City's policy of non-discrimination.

Commissioner Cantrell said it is the right idea, but he does not understand an eligibility register. The Attorney said it was for positions that constantly turnover, such as in the solid waste division. They want to put a list together. They are eligible to be on the list regardless of their application date. They could reach out and offer the position.

8. No employee may begin activities associated with working for the City, including engaging in post-offer screening activities, until the candidate signs, electronically or otherwise, a conditional offer of employment. No term or condition of employment, including matters of pay, bonuses, expense reimbursement, or other similar matters, shall be effective unless included within a conditional offer of employment.

The City Manager said the offer of employment would be automated in the payroll system.

9. The City Manager and Human Resources Staff are authorized to adopt such forms and procedures as are deemed necessary to effectively implement these employment policies and to conduct such pre-employment screening as may be either legally or administratively required, including background and reference checks and physical or psychological examinations related to job functions. For any position requiring a pre-employment, post-offer examination, it shall be job-related, and given uniformly to all candidates conditionally offered the position. Candidates must meet/satisfy any established screening requirements and any candidate who fails to do so may be denied employment. In addition to the foregoing, for any City position requiring interaction with law enforcement personnel, records or other matters, access to secure facilities, or otherwise required to pass background standards promulgated by a regulating agency with jurisdiction over such records, personnel or facilities, employees holding such positions must be able to pass the relevant standards and their inability to do so will disqualify them from continued employment.

Commissioner Cantrell asked if the paragraph dwelt with certain certifications or licenses that certain positions require before starting the position. Attorney Eschenfelder explained that the

logistical things allow the manager to adopt whatever forms and procedures are needed. There are other governmental regulations in addition to the City's requirements. For positions requiring specific certifications and licenses before working, they must already have that before being offered the job.

Commissioner Cantrell said the requirements must be stated in the offer letter, so it does not come back as a potential appeal. He would like to review the forms to see what they look like before implementation, ensure they have document control, and ensure the revisions are standardized. The Attorney said, as previously discussed, they would look at all the administrative procedures and forms after completing the personnel policy project. The City Manager said it is not a form but an offer letter stating the required requirements and certifications.

Commissioner Cantrell said that any position requiring a pre-employment, post-offer examination shall be job-related and given uniformly to all candidates conditionally offered the position. There are things in there that should be consistent in every single form for that specific job. If it is an offer letter, it should be a standard offer letter. Attorney Eschenfelder said they would not hear an appeal for not getting a job. The City Manager said he would email them copies of the issued offer letters.

Vice Chair Ponte asked the City Clerk to add the review of the offer letter and document control as two separate items to their rolling list. They can revisit the item when they review the policy after it is completed and updated.

10. For purposes of this Policy, the term "at-will" or "serving at-will" shall mean that employees holding positions designated by the Board of Commissioners as such serve at the will and pleasure of the City Manager, and includes, but is not limited to, all deputy or assistant city managers, directors, deputy or assistant directors, division managers, division chiefs, section managers, or trusted aides or assistants, regardless of specific position title, which positions exist or may in the future be created. All employees directly reporting to the City Manager shall be deemed as "director" for purposes of this Policy notwithstanding their actual title. All employees directly reporting to a director shall be deemed as "division manager" notwithstanding their actual title. A trusted aide is any employee working as an administrative assistant to the City Manager or to one or more members of the Board of Commissioners. Absent City Charter or contract terms to the contrary, the City Manager, City Clerk, City Treasurer, and City Attorney serve at the will and pleasure of the Board of Commissioners subject only to the terms of any employment contract to the contrary.

Attorney Eschenfelder suggested they skip #10 because it ties in with the discussion they will have with the Board of Commissioners at the joint meeting. The City Clerk said the City Charter says the City Treasurer also serves at the will and pleasure of the Board.

Commissioner Cantrell said they are trying to identify what "at will" and "serving at will" and what positions they are. Every person has to go through a dismissal for cause or if the City Manager can dismiss "at will" people for any cause, no cause or for cause. They discussed it at the last meeting; they would like to identify what they would like to happen going forward. It will be

discussed at the joint meeting with the Board of Commissioners on October 25.

Attorney Eschenfelder said there are two issues. Would the Civil Service Commission become an adjudicatory body that can overturn a dismissal, and at what level below the manager, if any, will "at will" occur?

Vice Chair Ponte said they will revisit #10.

11. All volunteers are not City employees for any purpose. However, ~~pursuant to~~ Florida Statutes § 440.02 provides eligibility for certain worker compensation benefits for municipal volunteers. Therefore, City volunteers must comply with all related City accident or injury reporting procedures.

Attorney Eschenfelder said he would take out "pursuant to" for grammar purposes.

12. Employment of persons under 18 years of age in either regular or temporary positions shall be subject to and in accordance with applicable child labor laws.
13. To ensure compliance with the Affordable Care Act, when an employee formerly eligible for health benefits leaves the City's employ for any reason, he/she shall be ineligible for rehire until the former employee has been separated from the City for a minimum of thirteen (13) weeks.

Attorney Eschenfelder said that is what everybody calls Obamacare.

## **B. Temporary Employment**

1. Temporary employment, for purposes of this Policy, shall include:
  - a. O.P.S. regular (Other Personal Services) positions (including non-student interns) which ~~cannot~~ usually does not extend beyond six (6) consecutive calendar months.

Commissioner McLauchlan asked if the six months could be extended if needed. The Attorney said the legal answer is no. The practical administrative answer would be to try having some separation points. For example, you do not want the employees to argue they have been with the City for 17 years and ask why they are not at least part-time employees instead of still being down as O.P.S.

Commissioner McLauchlan said she hired O.P.S. people when there were insecure budget projections and maybe not able to hire a permanent person but had a need they could fill with O.P.S. Vice Chair Ponte asked why they could not do part-time. Commissioner McLauchlan said once they are part-time, they are like a permanent employee. O.P.S. allows for filling a need without a long-term commitment or budget projection. Operating the organization on temporary employees is not ideal, but she has had to do that for an extended time. Commissioner Cantrell said O.P.S. is not intended to be operational needs.

Commissioner McLaughlan said she is uncomfortable with "cannot extend" because there could be a circumstance when the City Manager might need to extend. The Attorney said they could change cannot extend to "usually does not" extend. The Commission agreed with the change.

- b. O.P.S. on-call positions where employees are called unexpectedly, on an as-needed basis, to complete a specific task or assignment.
- c. O.P.S. Seasonal positions where employees work a seasonal assignment (such as summer camp or pool guard).
- d. O.P.S. Intern positions follow guidelines provided in Section I. B. 3. of this Policy.

Commissioner Cantrell asked if it meant that interns were O.P.S. employees or some other form of temporary employment. The Attorney said correct. In the past ten years, the labor department cracked down on what people call interns. There were employers brought them in and used them like slave labor. The labor department adopted the standards employers must follow and show that they are abiding by them. It talks about it in #3.

- e. Other temporary employment programs, not specifically defined herein, shall be considered at the option of the Human Resources Staff in compliance with any federal, State or local laws, rules or regulations governing such programs.
2. Unless waived by the Human Resources Staff, employment procedures described in Section I. A of this policy shall apply to employees hired in temporary positions with the exception of temporary employees defined in Section I.B.1.d.e. of this Policy unless waived.

Commissioner Cantrell asked why human resources waived it. The Attorney said they would waive "d" if somebody, for instance, from USF (University of South Florida) knocked on the door, saying they were interested in a future career in government work and would like to be an intern. They would not fill out an application but submit a resume. Commissioner Cantrell said he did not understand why they would not be filling out an application.

Vice Chair Ponte said it is saying that all except for "d & e" have to do the regular stuff. The Attorney said unless waived by human resources. Vice Chair Ponte suggested adding "unless waived" at the end for clarity. The Commission agreed to the change.

### 3. Interns

- a. The City provides internship opportunities for students to experience work in City government that is relevant to their educational goals and objectives or personal career interests, and to non-students seeking to experience working in a City position.
- ~~b. Recruitment of interns shall be conducted through the City's regular recruiting procedures, outlined in this section, unless otherwise approved by the Human~~

~~Resources Staff.~~

Vice Chair Ponte said it was confusing because it was said they are not doing regular stuff. The Attorney said they will drop "b." The Commission agreed to drop "b."

- c. Interns shall not be recruited to fill regularly authorized position vacancies or displace regular employees. Interns are considered temporary employees and are not eligible for benefits provided to regular employees. Intern appointments shall not exceed 12 months.
- d. In order for a student to be eligible for employment as an intern, an individual must be a student in good standing, enrolled in or on school-approved break from an accredited secondary or post-secondary school, junior college, college or university, or a vocational-technical school.
- e. Student Interns are required to notify the employing department of any change in their academic or disciplinary standing at the institution.
- f. Interns will be paid at the minimum pay rate of assigned pay grades. A departure from the minimum pay rate may be approved by the Human Resources Staff upon request and proper justification from the relevant director.

Commissioner Cantrell said he is sure the limits must be within whatever that position is, but why would they be paid more than the minimum pay rate if they are interns? The Attorney said there are various reasons, and they really want the person to work there when they graduate.

- g. Persons who may be students but who wish to volunteer with the City outside of any academic program must complete a Volunteer Service Agreement to be developed by Human Resources with assistance from the City Attorney as needed.
- h. Students who are present in the workplace and who are not performing any services for the City, nor participating in any related academic program, are considered to be "job shadowing" and are not considered to be volunteers, or employees, of the City. Any persons who are "job shadowing" must be approved by the relevant department director in advance, must not perform any work for the City, and must be under the supervision of an employee-mentor.
- i. Students who are present in the workplace and who may perform work for the City but who are not compensated shall meet the requirements of the federal Department of Labor concerning the acceptance of work by student interns. Interns who are not students must be compensated at least the prevailing minimum wage for work performed for the City.
- j. The Human Resources Department is responsible for the development, coordination and promotion of intern recruitment activities and is responsible for ensuring that all interested persons have an equal opportunity to apply and be considered for



internship opportunities.

- k. Notwithstanding the foregoing, Madeira Beach may, from time to time, enter into agreements with educational institutions whereby student interns will be identified, assigned and compensated pursuant to the terms of such agreements. In such cases, Human Resources shall assist hiring departments as needed to implement the terms of the agreements, even where same may vary from the provisions of this Policy.
4. Employment of temporary personnel shall be subject to the equal employment opportunity provisions of this Policy.
5. To ensure compliance with the federal Affordable Care Act, except for Seasonal O.P.S. staff, all persons employed in temporary/O.P.S. positions who are not offered health care coverage shall not be scheduled or permitted to work more than 27 hours per week.

Attorney Eschenfelder says that if someone works longer than that, they must be offered healthcare. Management cannot schedule them for more than 27 hours. Commissioner Cantrell asked if that was 27 hours of overtime or 27 period. The Attorney said it is 27 hours period.

Vice Chair Ponte asked why seasonal workers are allowed to except for O.P.S. staff. The Attorney said that Obamacare only deals with full-time and part-time employees. The Affordable Care Act makes an exception for seasonal employees, no matter how many hours they work.

Commissioner Cantrell said there was a question if the 27 hours was a typo. He asked that the 27 hours be verified and if it was not 29 hours. Commissioner McLauchlan said they are considered full-time if they work at least 30 hours. The Attorney said employees do that as a trigger for full-time and part-time employees. He is fairly certain that 27 hours is the trigger, but he will look it up to make sure.

6. Unless otherwise required by law, individuals performing work for the City through temporary employment agencies shall not be considered "employees" for the purposes of this Policy.

At the next meeting, they start with I. Employment, Joint Employment

### **Joint Workshop Meeting with Board of Commissioners**

Commissioner Cantrell said he would like to prepare for the October 25<sup>th</sup> joint workshop meeting with the Board of Commissioners. There are two items:

- a. What is their ability to overturn a decision to dismiss an employee, and when and what conditions? He had provided information to the City Clerk to send to them. He found some wording. If they have an appeal and find that the person was dismissed for an inadequate reason and say the person must be rehired, and if the Board of Commissioners agrees with it, the Civil Service Commission has no other authority other than to reinstate the person. Then, the City Manager has to do that within five or ten days, whatever the case is. They

cannot give backpay, force him to do a different punishment, or prevent him from doing a different punishment, but only to say the employee should be reinstated because it was an incorrect dismissal. That would be the only opportunity they would have.

Commissioner Tilka said they ran into a situation in the past where the Civil Service Commission requested the presence of the city manager, who is now the former city manager, to appear before them during an appeal, and he did not come. The city manager was told by either the city attorney or the City's employment attorney at that time not to appear.

Vice Chair Ponte asked if that would be rectified if the city manager did not attend. The Attorney said he could not do anything about the past. If the Civil Service Commission should need to subpoena the manager, they would vote to ask him to issue a subpoena and it be served to the city manager by law enforcement. He would be their legal advisor for any quasi-judicial hearing if they should ever get judicial power. A different Attorney, who could be his colleague from the same law firm, would assist the administration in processing the case.

Commissioner Tilka said he hoped they could achieve that ability when they hear the cases as they arise, and, hopefully, they would be rare or never. He does not know how they would present it to the Commission and get them to see their side.

Commissioner Cantrell said the wording he found was legally written and minimizes what they can do. They should never interfere with the City Manager doing day-to-day operations, but from the things he looked at and what has been said in the past Board of Commissioner meetings, they should have the ability only to overturn a decision to dismiss an employee if it had been an incorrect process of dismissing an employee. They also need to discuss if somebody was disciplined and suspended for more than ten days without pay and they felt suspension was ineffective. They must decide what they would like the Board of Commissioners to consider.

Commissioner McLauchlan asked Commissioner Cantrell if he was talking about the suggestion for modifying the ordinance related to the scope of their activities. Commissioner Cantrell said the information concerned City Charter, Article V, Section 5.7, Personnel Systems; Civil Service Commission. One of the listed things is that they serve as an advisory role and would like it to become a decision-making role.

Attorney Eschenfelder recommended they go first in the meeting because they asked for the meeting. They need to set forth the two issues to discuss with the Board of Commissioners. The first issue is the scope of their authority. Under the code, they are advisory only in terms of discipline appeals. A majority believe and have voted that they should have the authority to review employee discipline. Talk about that without getting into the wording of what the ordinance says. The Board of Commissioners will ask questions about the pros and cons, and the Civil Service Commission will need to figure out what it is. If the Board wants the Civil Service Commission to have that authority, they will ask the City Attorney to draft an ordinance. The Civil Service Commission could give him what the language should read. That language would come back to them first to review, and if good with it, he would forward it back to the Board of Commissioners for consideration and adoption.

Vice Chair Ponte said they only want to focus on what they are trying to accomplish. Commissioner Cantrell said they are trying to accomplish that if a person has been dismissed from employment on things they find do not comply with the personnel policy and rules; they should be able to reinstate that employee. The Attorney said they have to be precise. It would be addressed in the ordinance.

Commissioner Cantrell said that Happy Price, John Hendricks, and Doug Andrews all asked for it in several Board of Commissioners meetings that the Civil Service Commission have the authority to make those decisions, and they need to ask the Board of Commissioners if they can have that authority. There is also a thing in there if a person is suspended for more than ten days, they have to decide if that is something they want to ask about because if you get to the point where you have excessive punishments rather than firing somebody, there are just going to quit, and that is not fair. Then, they have a different appeal on top of that. So, at what point is a suspension without pay excessive? Is that something they want to ask about?

Vice Chair Ponte said they discussed for employees to have due process and what due process steps they want in place. Do they want to create a Civil Service Commission empowered to order a reinstatement instead of the current advisory status? The second one is, what level do they want to cut off civil service protected employees versus people who serve "at will." Do they want directors to be able to appeal? Those are the two primary items they want to discuss.

Commissioner Cantrell said their vote on the last one was that they determined as a Civil Service Commission, they feel all employees should have the same protections through the appeal process through the Civil Service Commission. So, if they are going to be removed from their position, it must be for just cause. They must be let go for a reason and not just terminated.

Commissioner McLauchlan asked who are the "at will" employees. Commissioner Cantrell said the Board of Commissioners appointed positions, the four Charter Officers. The Board of Commissioners supervises them, and the Civil Service Commission has no say.

Vice Chair Ponte asked Commissioner Cantrell to take the lead at the joint meeting and explain the two points. They want to be more than just an advisory board. Commissioner Cantrell said they would only overturn employee dismissal decisions and for management to show just cause for dismissal. The Attorney said it is any level of discipline and not just termination and suspension. They will need to be clear when talking to the Board of Commissioners. If they want the Civil Service Commission to have authority power, would that be for terminations only, and how far down the food chain do they go? It being a small organization, there are probably not a lot of suspensions issued. If they do that, it becomes due process that the employee is entitled to, and due process cannot be indefinitely delayed.

Vice Chair Ponte said Commissioner Cantrell could start by summarizing all the points and then have everybody speak, which would be good. She asked the City Clerk to provide guidance at the meeting. The City Clerk said she would also include the meeting minutes in the agenda packet for the Board to read their discussions before the meeting. She also included the Saint Petersburg city charter regarding their Civil Service Commission that Attorney Eschenfelder mentioned about. She will be prepared to speak and answer any questions and invite former Civil Service Commission

members to attend and talk about the things that happened in the past while serving on the Civil Service Commission that Commissioner Tilka spoke about.

Commissioner McLaughlan said they might want to take the second step regarding who is "civil service protected" and who is "at will." They go in on a united front that they no longer want to be advisory and would like to have some purpose for being there, a meaningful thing they can accomplish, which could do a review on those that are dismissed, and they do believe there is a level of civil service protected that people can only be fired for just cause.

## **6. NEW BUSINESS**

### **A. HR Report**

## **7. ITEMS TO BE SCHEDULED FOR FUTURE MEETINGS**

1. RFP – Classification and Compensation Plan Study – To include an analysis of the current staff positions and their responsibilities; increased efficiency and cross-training of personnel to develop teamwork within the departments and within the organization as a whole; a new classification and compensation plan with updated positions descriptions, policies and procedures for future classification action and related management/supervisory training
2. 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)
3. Pay Plan for all Classified City Positions (City Charter, Section 5.7, C, 2)
4. Methods for determining Merits and Fitness of Candidates for Appointment or Promotions (City Charter, Section 5.7, C, 3)
5. Grievance procedures, including procedures for hearing of grievances by the Civil Service Commission, which may render advisory opinions based on its findings to the City Manager with a copy to the aggrieved employee. In this respect, the Civil Service Commission shall have the power to issue subpoenas to compel attendance by witnesses and to administer oaths (City Charter, Section 5.7, C, 6)
6. 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)
7. Meeting Schedule for Regular Meetings
8. Ex Officio Board Member – Robert's Rules of Order
9. Employee Satisfaction Surveys
10. Department Specific Rules
11. Chair and Vice Chair Appointments in November 2023
12. HR Director Position
13. PowerPoint History Presentation- Civil Service Commission beginning when it was first created by the City of Madeira Beach Voters

**8. NEXT MEETING**

The Civil Service Commission scheduled their next two meetings for 3:30 p.m. on Tuesday, November 14, 2023 and 3:30 p.m. on Monday, November 20, 2023.

**9. ADJOURNMENT**

Chair Gene Embler adjourned the meeting at 5:36 p.m.

ATTEST:

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Gene Embler, Chair

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Clara VanBlargan, City Clerk/Secretary Ex-Officio