

AURORA CIVIL SERVICE COMMISSION
15151 E. Alameda Parkway, Suite 3400
Aurora, CO 80012
(303) 326-8931

REGULAR MEETING of May 26, 2009

Commissioners Present:

Dave Williams, Chair
Jeannine Zimmerman, Vice Chair
Richard Brown, Commissioner
Bernard Celestin, Commissioner
Jan Raskin, Commissioner

Staff Present:

Terry Kulbe, Administrator
Matt Cain, Senior Test Development Analyst
Emily Jackson, Senior Test Development Analyst
Heather Dearman, Civil Service Assistant

Others Present:

Training Chief Chris Henderson, Aurora Fire Department
Captain Allen Robnett, Aurora Fire Department
Engineer Tom Walker, Aurora Fire Department
Captain Kevin Flynn, Aurora Police Department
Lieutenant Gary Millspaugh, Aurora Police Department
Stacie Evans, Assistant City Attorney

- 1) Chair Williams called the Regular Meeting to order at 1:00 p.m. in the Fitzsimmons room.
- 2) On a motion by Celestin, seconded by Raskin the minutes for the Regular Commission Meeting of April 28th were approved with a correction to item (4) pertaining to Zimmerman's comment about the assessment center, the word 'assessors' was changed to 'consultants'.
- 3) The Agenda for May 26th was approved as written.
- 4) **COMMISSIONER REPORTS:**
 - (a) Captain Assessment Center-Raskin said the assessment center was wonderful with high quality candidates. She stated it was tough and the assessors did a great job. Zimmerman agreed and added that she liked the content.
 - (b) Engineer written-Raskin stated that everyone who took the exam failed which was rather dismaying, especially since more than one of them, had taken it more than once. She also was curious why they only had three candidates to begin with.
 - (c) Police Officer Memorial-Raskin attended the memorial ceremony for fallen Police Officers and was very impressed by it.

- 5) **STAFF REPORTS:** Kulbe went over the June Calendar
June 2nd Police Quarterly Meeting-Williams reminded Flynn that any backup information for topics they want to discuss needs to be forwarded to staff before the meeting.
June 9th-Regular Commission Meeting
June 10th Police Lieutenant Written Exam- Zimmerman stated she could proctor the test.
June 16th Fire Quarterly Meeting-
June 23rd Regular Commission Meeting -The Commissioners agreed to stay after for an Executive Session to start working on goals.
June 29th through July 1st Lieutenant Assessment Center-The scheduling for the Commissioners will be discussed at the next regular meeting.

6) **OLD AGENDA ITEMS-** None

7) **NEW AGENDA ITEMS FOR COMMISSION DISCUSSION:**

- (a) Commissioners establishing goals and objectives for the rest of the year-Raskin stated that each Commissioner should come up with a list of items that were of interest or concern. She suggested they would make a list from this and prioritize it so that they could have formalized goals for the rest of the year. Williams agreed and added that they could discuss these at an executive session. Celestin added that it would be good idea because they could present a report to the City Council for instance, to justify the existence of the Commission.
- (b) Commission establishing a timeframe for appeals-Kulbe discussed what has happened in the past with regard to appeals and why the current process is in place. Brown asked Evans if the Commission could set a timeframe. Evans asked to look at the rulebook and Cain provided her section 12. Evans read it and stated that something needed to be added into the rules stating that once the continuance is granted the hearing needs to be rescheduled within so many days. Williams asked Evans to give the Commission legal wording for the rule, Evans agreed.
- (c) Commission establish timeframe for Police Chief adding preference points to Captain Assessment Center top three candidates-Cain stated that this was the first time the new rule was in effect. He stated that the Chief awarded his points within 2 days and it went very well, however he had originally asked for 2 weeks. He noted that the rulebook does not establish a timeframe and probably should. Williams decided that the Commissioners should think about how they want this rule to be stated and it would be brought up at the next meeting.

8) **LEGAL ITEMS:**

- (a) Update on disciplinary hearing-Kulbe stated that the Commission approved the continuance on April 28th, which was 30 days ago. Evans stated that it was within the Commission's rights to give the plaintiff 10 days notice to get back to the Commission so that a date can be set. Williams asked Kulbe to send out the notice.

9) **INFORMATION ITEMS:**

- (a) Upcoming quarterly meetings-Kulbe announced the Police Quarterly for June 2nd at 11:00 a.m. and the Fire Quarterly for June 16th at 11:00 a.m.
- (b) Rule book handout-Rule books were distributed and the departments were advised that they could get additional copies from Dearman.
- (c) Handout of consultants' feedback for assessment center candidates-The Commissioners were advised they had a handout about assessor feedback that they should look over for later discussion.
- (d) Handout on Aurora's previous Interpreter Incentive Program- the Commissioners were advised they had a handout about the City's merit assessment process for Spanish that they should look over for later discussion.

10) **EXAMINATION NOTICES:** Jackson noted the reposting of the Engineer written exam due to zero candidates passing the last exam. There was a discussion about candidates continuing to fail on the tests and why they are allowed to be acting Engineers. Robnett clarified the parameters on how their acting Engineer position works. Williams stated they would be discussing the promotional exam for Engineer further during the quarterly meeting.

11) **PUBLIC COMMENT-** None

12) **Regular meeting adjourned at 1:57 p.m.**

ATTEST: 
Dave Williams, Chair

Heather Dearman, Civil Service Assistant