

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
Friday, May 31, 2019

The regular monthly meeting of the City Civil Service Commission was held on Friday, May 31, 2019 at 1300 Perdido Street, 1st floor City Council Chambers. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Chairperson Michelle Craig, Commissioner John Korn and Commissioner Brittney Richardson. Chairperson Craig convened the meeting at 10:10 a.m. At 11:09 a.m. on motion of Commissioner Richardson and the second of Commissioner Korn, the Commission voted unanimously to go into executive session.

At 11:36 a.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes from the April 15, 2019 and April 18, 2019 meetings. Commissioner Richardson moved to approve the minutes from April 15, 2019. Commissioner Korn seconded the motion and it was approved unanimously. Commissioner Korn offered a correction to the title of the April 18, 2019 minutes from "Regular Monthly Meeting" to "Special Monthly Meeting". Commissioner Korn then moved to approve the minutes from April 18, 2019 with the correction. Commissioner Richardson seconded the motion and it was approved unanimously.

Item #2 was the consideration of a merit pay increase and equitable pay plan adjustment for Civil Service Executive Counsel Brendan Greene. Personnel Director Lisa Hudson explained that the increase was to make Mr. Greene's pay equivalent to that of other Attorneys in the Civil Service Pay Plan. The cumulative total of the increase would be 3.75%. Commissioner Richardson motioned to approve the increase. Commissioner Korn seconded the motion and it was approved unanimously.

Item #3 was a report on delegation of authority to the Sewerage and Water Board (S&WB). Brendan Greene reported that as a part of the agreed to delegation performance metrics, S&WB has indicated that it would be providing Civil Service staff with full access to its Human Resources Information System. Mr. Greene added that he hoped to report that the access has been granted at the Commission's June meeting.

Item #4 was a report on the City's time to hire statistics. Amy Trepagnier, Deputy Personnel Director, reported on data from all of 2018 and the first quarter of 2019. Ms. Trepagnier noted that the data did not include Sewerage and Water Board employees or unclassified positions. Since January of 2018, the city had made just over 800 hires. Of those, 691 were made in 2018 and 114 were made in the first quarter of 2019. Recreation Lifeguard, Police Recruit, Laborer, Office Assistant Trainee, Recreation Center Assistant, and Juvenile Detention Counselors I-III were the most frequently hired classifications in 2018. Ms. Trepagnier noted that three of these classifications are direct hire positions which have minimal Civil Service involvement. Ms. Trepagnier then went over a graph that included the 15 most frequently hired positions in 2018. She then stated that in 2019, Laborer, Police Recruit, Laborer Waste Collector, Office Assistant Trainee, and Police Aide were the most frequently used classifications. Some positions like Laborer and Laborer Waste Collector can be attributed to temporary hires for Mardi Gras.

Regarding time to hire, Ms. Trepagnier stated that in 2018 the average time from when a person submits an application to when they are placed on the eligible list was about 14 days including weekends and holidays. That timeframe includes the review of applications as well as any testing that is required. She noted that in 2018, Civil Service staff had processed over 38,000 applications. Ms. Trepagnier went on to state that after applicants are placed on the eligible list, the departments receive the list and applications electronically through an online requisitioning process. The average time the departments take to hire a person from receipt of the eligible list was 42 days. That timeframe includes resume reviews, interviews, substance abuse screenings, physicals, background checks and the time it takes a new hire to give notice to their current employer. For the first quarter of 2019, the average time for placement on an eligible list went down from 14 days to 7 days and the average time from receipt of the eligible list to hire went down from 42 days to 30 days. When you add those numbers you get 56 days for 2018 and 37 days for 2019. A 2015 survey performed by Glassdoor reported an average time to hire of 60 days for surveyed governmental entities. Commissioner Richardson asked what has led to the decrease in time. Ms. Trepagnier responded that a lot depends on the type of vacancy being filled. Additionally, staff is working hard to quickly clear up any discrepancies on applications and staff is following up with applicants to get them in for testing more quickly.

Commissioner Craig thanked staff for taking a look at the timelines and for making changes to streamline the process.

Item #5 was a presentation on featured jobs with the City of New Orleans. Shelly Stolp, Personnel Administrator over the Recruitment and Selection Division, provided information on vacancies for Water Chemist I (Microbiology), Electrical Inspector, and Youth Study Center Support Services Superintendent.

Item #6 was a request from the Sewerage and Water Board (S&WB) for unclassified positions including Chief Administrative Officer, Chief of Customer Service and Chief of Staff. David Callahan, representing S&WB, provided information on new key positions identified by Ghassan Korban, S&WB's Executive Director. Mr. Callahan stated that they had benchmarked positions against other turnaround organizations in the water industry with similar challenges. They had also conducted research of other industry organizations. What they noted was that other water organizations had vastly different senior structures. Most had a chief structure where you have chiefs over large areas of the organization. Additionally, Customer Service was buried far too deep in the organization. It needed to be elevated to a C-suite level position. Internal Audit needs to be above the line and report directly to the Board of Directors. Mr. Callahan noted that S&WB had some difficulty hiring for that position and is working with Civil Service.

Mr. Callahan noted that S&WB did not have a Chief of Staff and Chief Administrative Officer. Other functions with big gaps include that S&WB did not have a professional strategic planning function or continuous improvement function. Mr. Callahan stated that these positions are being converted from the previously existing positions of Logistics, Security, and Human Resources/Administration which have been vacant since before Mr. Korban came on board. Chief of Staff is a new position. This would be to convert the current Greater New Orleans Foundation consultancy position into a permanent unclassified position. He stated that he sees this position as extending the capacity and increasing the external outreach of the Executive Director. Mr. Callahan noted that S&WB has an extensive external governance and that the Chief of Staff position helps with that. The position also has internal authority to work on behalf of the Director and works closely with the C-suite. This position will also oversee the strategic planning function. Chief of Customer Service reports directly to the Executive Director. This position exists in many water utilities. Chief Administrative Officer will

be used to oversee cross organizational service related functions including Human Resources, Information Technology, Risk Management, Safety, Security, Emergency Management, and Continuous Improvement. He noted that the procurement function would be moved under the Chief Financial Officer and Support Services would be moved under the General Superintendent. Mr. Callahan noted that S&WB will also be asking for a Real Estate Administrator in the future.

Robert Hagmann, Personnel Administrator over the Classification and Compensation Division, stated that this was the repurposing of four current Deputy Director positions to the chief format. He noted that Deputy Director of Security becomes Chief Customer Service Officer, Deputy Executive Director becomes Chief Financial Officer, Deputy of Logistics becomes Chief Administrative Officer and Deputy of Administration becomes Chief of Staff. All of these positions function at the Deputy Director level. Mr. Hagmann added that staff supports the request.

Aaron Delong, representing the Business Council of New Orleans and the River Region, spoke in favor of S&WB's request. He also commended the Commission and Civil Service staff for continuing to streamline the process by which S&WB vacancies are filled as well as assisting S&WB with the reorganization.

Director Hudson also noted that Council member Jay Banks had provided a letter of support for this item. Commissioner Korn then motioned to approve the request. Commissioner Richardson seconded the motion and it was approved unanimously. Commissioners Richardson and Craig then complimented the work of S&WB and Civil Service staff on the reorganization to move S&WB forward.

Item #7 was a request from the Sewerage and Water Board for the creation of a new classification of Utility Human Resources Administrator. Robert Hagmann stated that this position would be at pay grade 94, step 29 with a hiring rate of \$100,030. He stated that this new position is being created due to the difficulty creating a robust eligible list for the level of responsibility of this position. Commissioner Korn then motioned to approve the request. Commissioner Richardson seconded the motion and it was approved unanimously.

Item #8 was a petition from the Police Association of New Orleans (PANO) to create new Rule IX, Section 1.5 relative to establishing a final disciplinary

action within certain time limits. This item was deferred at the request of PANO.

Item #9 was a request from the Fraternal Order of Police (FOP) to address the Commission regarding merit pay. Claude Schlesinger, representing FOP, stated that the merit increase rule had been adopted about five years ago as part of the "Great Place to Work" (GPTW) initiative. For the first two years, the city granted pay raises. For 2017, 2018 and 2019 it did not. He stated that Rule II reads in part that merit pay will be awarded provided that the Chief Administrative Officer (CAO) has not declared that the city possesses insufficient funds for the increase. Mr. Schlesinger noted that the letter submitted to the Commission by the CAO in April does not say that the city has insufficient funds, but talks about other pay increases that were awarded. Therefore the CAO did not declare insufficient funds for a merit pay raise. Mr. Schlesinger stated that he had attended a Council Budget Committee meeting in April of this year and at that time there was a 12.8 million dollar surplus. That is certainly enough money for a merit pay increase. Mr. Schlesinger provided documents to the Commission that he stated showed that the city had surpluses at the end of 2016, 2017, 2018. Mr. Schlesinger then stated that FOP is asking the Commission to implement merit pay increases as mandated by the Rules. Commissioner Richardson noted that the CAO's letter stated that the city does not have sufficient funding to implement merit increases. Mr. Schlesinger stated that it is disingenuous. They had money to fund the increase. The Rule does into take into account competing priorities. Director Hudson noted that there may be room for an amendment regarding when the CAO provides the notice of insufficient funds. You should not wait until the month the employees are expecting the increase to declare that you don't have sufficient funds. It should be done when the budget is being prepared or adopted, or at the beginning of the year. Mr. Schlesinger noted that this is an important issue for recruitment and retention. The city needs to live up to its obligations under the GPTW. Stephanie Hennings, representing the CAO, stated that the 2018 pay increases were not fully implemented until 2019. She stated that the administration would be willing to work with staff on drafting a rule that has specific deadlines because this is a budgetary matter.

Item #10 was a request to amend the Commission's Procedures for the Conduct of Business Meetings. Director Hudson stated that this amendment is being proposed by staff. The change lets requestors know in advance what staff needs in order to place an item on the agenda. Director Hudson then read the change into the record. She noted that the change reflects the current

practice in writing. Stephanie Hennings requested that the item be deferred. Director Hudson stated that she had previously introduced the item and had provided the administration with a copy of it at the last bi-weekly meeting. Ms. Hennings stated that there had been a staff change and asked the item to be deferred. The item was then deferred.

Item #11 (a) under Classification and Compensation Matters was an amendment to the Pay Plan for a one-time operational efficiency special rate of pay (Innovation Stipend). Director Hudson stated that staff does not object to the proposal. The city is asking for city innovation stipends of up to \$2000 for employees who take on voluntary additional duties that are not part of their day to day responsibilities. For example, revising business process, procurements or other operational concerns that save the city money. An employee would earn \$1000 for the proposal and \$1000 upon implementation. Stephanie Hennings stated that this is a big priority of the CAO meant to incentivize ideas of all employees regardless of their level. Director Hudson noted that staff is working with the administration on the form. Commissioner Richardson motioned to approve the Pay Plan amendment. Commissioner Korn seconded the motion and it was approved unanimously.

Item #11(b) was a request from the Project Delivery Unit (PDU) to create and retitle additional unclassified positions. Robert Hagmann stated that in 2016, the Commission had approved a number of unclassified positions relative to FEMA disaster community block grants and other funds related to recovery. There is a need for additional unclassified positions. Staff is still working out the specifics of what is needed. There were 160 previously approved positions and there are a number of vacancies that we are working on repurposing. He stated that staff is asking the Commission to approve the repurposing of those jobs until staff can get a handle on the additional positions that will be needed. Joseph Threat, Director of the Project Delivery Unit, stated that there are currently three categories of grants for over a billion dollars. These are the personnel needed to move grant money out. He stated that 70 additional positions were needed. Director Hudson clarified that the repurposing of current positions was what is currently before the Commission and staff would be working on the review of additional positions. Commissioner Richardson motioned to approve the retitling. Commissioner Korn seconded the motion and it was approved by all Commissioners.

Item #11(c) was Hiring Rates for Safety and Permits Taxicab Investigator and Building, Mechanical and Electrical Inspector classifications. Robert

Hagmann stated that Safety and Permits was having difficulty recruiting inspectors and the Taxicab Division was having a retention issue. These positions have been benchmarked against outside entities. Hiring rates of 10% to 15% are being proposed to alleviate the recruitment and retention concerns. It is difficult to get tradespeople nationwide. Mr. Hagmann noted that Zachary Smith, the Director of Safety and Permits, is in agreement with the recommendation. Commissioner Richardson motioned to approve the hiring rates. The motion was seconded by Commissioner Korn and approved unanimously.

Item #11(d) was a request from EMS for a 5% Special Rate of Pay for the Field Lieutenant assignment. This item was deferred at the request of the administration.

Item #11(e) was a request from the Aviation Board to provide a hiring rate for Airport Electrical Services Manager for retention/recruitment challenges. Robert Hagmann stated that this is a trade position that is in high demand. The current incumbent is getting offers elsewhere. This hiring rate will allow for retention of the existing employee or a marketable salary if he leaves. Staff is recommending a 7.5% increase to bring it to a \$79k entrance rate under Rule IV 2.7 which is an immediate hiring rate that does not have to go to the Council for approval. Commissioner Craig motioned to approve the request. Commissioner Korn stated that the Airport had asked for more of an increase and asked what they requested. Mr. Hagmann responded that benchmark survey data supported the proposed increase. Director Hudson stated that it is staff's understanding that Aviation supports the recommendation. Commissioner Richardson seconded the motion and all Commissioners approved it.

Item #11(f) was a request from the Youth Study Center for the creation of the new classification of Juvenile Re-entry Specialist. This item was deferred at the request of the administration.

Item #11(g) was a request from Information Technology Specialist Christopher Ard to apply an exception to Rule IV, Section 2.7(d) relative to Hiring Above the Minimum. Mr. Hagmann stated that Mr. Ard is basing his request on his equivalency to Allison Kuemmel's qualifications. Ms. Kuemmel has a Master's Degree plus 6 years of experience. Mr. Ard has a Bachelor's Degree and 14 years of experience. This increase would be retroactive to Ms. Kuemmel's appointment date. Commissioner Richardson

asked if Civil Service took experience for education. Mr. Hagmann responded that it did for many jobs, but there are some exceptions. Director Hudson noted that the Commission has made this exception in the past. Commissioner Korn motioned to approve the request. Commissioner Richardson seconded the motion and it was approved unanimously.

Item #11(h) was a request from Erdwin Fuentes, Personnel Division Chief, to appeal Civil Service Extraordinary Qualifications Pay determination. Mr. Fuentes' attorney, Karl Bernard, stated that Library appointing authority Charles Brown determined that Ross Matthews possessed extraordinary qualifications for Personnel Division Chief. Mr. Brown failed to recognize that Mr. Fuentes possessed equivalent qualifications to Mr. Matthews as required by Rule IV Section 2.7. Robert Hagmann stated that the Library gave Mr. Matthews extraordinary qualification pay based on his having 30 years of human resources experience and a related Master's degree. Mr. Fuentes has a Bachelor's degree and 15 years of human resources experience. Staff does not feel that this is equivalent. Mr. Bernard stated that Master's Degrees are important but are not comparable to actual experience. The 30 years may or may not be related to the responsibilities to be carried out. Mr. Fuentes experience is related. Mr. Hagmann stated that Mr. Matthews' experience is human resources related. Commissioner Richardson asked Mr. Bernard how he compared 15 years of experience to 30 years of experience in human resources. Mr. Bernard stated that the difference between working in city government and the private sector can be at opposite ends of the spectrum and requires a great learning curve. We are saying that Mr. Fuentes' 15 years in city government is equivalent to 30 years of doing something outside of government. Ms. Trepagnier noted that outside experience is allowed for all high level Human Resources positions for qualifications purposes because staff feels that outside experience is adequate preparation for that kind of work. Director Hudson noted that internal applicants are not given double credit for internal experience when they are competing with outside applicants. Commissioner Craig motioned to take the matter under advisement and get a legal opinion regarding the impact on uniformity of the pay plan if the request was to be granted. The motion was seconded by Commissioner Richardson. Mr. Fuentes then stated that there is a learning curve once you come into city government. Director Hudson noted that understanding the Civil Service Rules is an important part of that. Mr. Bernard then said he would like to submit a comparison to the Commission. The motion to take the matter under advisement was then approved by all Commissioners.

Item #11(i) was a request from Sonji Skipper, Utilities Services Manager, to appeal Civil Service Extraordinary Qualifications Pay determination. This item was deferred.

Item #11(j) was a request from Bryan Bartholomew, Police Human Resources Administrator, to appeal Civil Service Extraordinary Qualifications Pay determination. Robert Hagmann stated that in this case Mr. Bartholomew is requesting extraordinary qualifications pay based on the extraordinary qualifications pay received by Shelly Stolp. Staff does not believe that the request meets the criteria of the Rule because Ms. Stolp's pay was based on the hiring of Dwayne Pierce who was hired in 2016 prior to Mr. Bartholomew being hired. The Rule requires the recipient to be on board at the time of the comparator's hire, however staff is recommending an exception to the rule based on Mr. Bartholomew possessing equivalent qualifications to Ms. Stolp. Commissioner Richardson motioned to approve the exception to the Rule. The motion was seconded by Commissioner Korn and approved by all.

Item #11(k) was a request from Human Services for retroactive Extraordinary Qualifications Pay exception to Rule IV, Section 2.7 for Pamela Recasner, Training Coordinator. Mr. Hagmann stated that there was an internal miscommunication at Human Services and the extraordinary qualifications pay was not entered at the time of hire. Staff supports the department's request. Commissioner Richardson motioned to approve the request. The motion was seconded by Commissioner Korn and approved by all.

Item #11(l) was a request to establish a one-time pay policy relative to the overpayment of clerical employees during the implementation of the 2018 Pay Plan amendments. Robert Hagmann stated that staff had discovered that during the 2018 pay plan approximately 70 employees were overpaid by 1.25% to 3.75% due to pay adjustments that included merit pay they were not permitted to retain upon promotion. This was due to compression between their current and former classifications. Staff is proposing a one-time pay policy to allow these employees to keep their merit pay if there is a pay gap of less than 5% between their former position and the position to which they were promoted. If the pay policy is not approved, these employees who are some of the lowest paid employees in city government would have to pay back the difference. Mr. Hagmann also asked that any others that are discovered be approved. Commissioner Craig motioned to approve the request. The motion was seconded by Commissioner Korn and approved by all.

Item #11(m) was a request to implement an equity adjustment for a Civil Service Management Services Specialist in the Recruitment Division. Mr. Hagmann stated this occurred because there was only a one grade difference between her former and current class. This employee was making 6.25% less than less tenured employees who were promoted at a later date. Staff is requesting an equity adjustment to maintain uniformity. Commissioner Richardson motioned to approve the equity adjustment. The motion was seconded by Commissioner Korn and approved by all.

Item #11(n) was a request from the Firefighters Association for retroactive Emergency Pay for Tropical Storm Nate. This item was deferred.

Item #11(o) was a request from the Firefighters Association for an equity pay adjustment for Firefighters relative to the recent Pay Plan implementation. This item was deferred.

Item #12(a) under Recruitment and Selection Matters was the approval of examination announcements. Commissioner Craig moved to approve the examination announcements 10101-10142. The motion was seconded by Commissioner Korn and approved unanimously.

Item #12(b) was a request from the Sewerage and Water Board for an exception to Rule V, Section 5.2 to re-open the Attorney III list. Amy Trepagnier stated that the issue is that Rule V Section 5.2 requires that a list be in existence for at least three months prior to reopening the list. There was a miscommunication between the Law Division at S&WB who had asked for the position to be posted and the Human Resources Division at S&WB who had posted the position. The position opened and closed before Law was aware that it had been posted. S&WB is asking that it be reopened to allow for additional applicants. Commissioner Craig motioned to approve the request. The motion was seconded by Commissioner Korn and approved by all.

Item #13(a) under Rule Amendments was proposed amendments to Rule VIII, Section 9 relative to Parental Leave. Brendan Greene reminded the Commissioners of the legal opinion he had provided in regard to potential liability regarding the existing Rule. Director Hudson stated that rule change better defines what occurs with parental leave including that six weeks of

leave is for the recovery of the mother and two weeks are to bond with the baby. The rule also allows for two weeks of bonding for the spouse. Mr. Greene stated that he had crafted the amendment. Commissioner Richardson motioned to approve the amendments. The motion was seconded by Commissioner Korn and approved by all.

Item #13(b) was the introduction of a new amendment to Rule IV, Section 2.5(h) relative to establishing Merit Pay as cumulative above the base rate. Mr. Hagmann stated that the Rule would allow employees to keep merit pay steps throughout their tenure. This change has been requested by many department heads. Merit would operate like a quasi-special rate of pay. Staff will be seeking feedback from the administration on the proposed rule change. Director Hudson noted that now employees lose merit pay as a result of promotions. This would allow them to keep it.

Item #14 was the ratification of Public Integrity Bureau (PIB) 60 Day Extension Requests. Commissioner Craig called for public comment. Deputy Chief John Thomas stated that he was not notified of the extension hearing for his case and asked that the Commission deny the extension. Mr. Greene stated that a 30 day extension had been granted. He noted that the investigator provided good cause for the investigation. He stated that staff's practice is to send the extension notice via email. Ms. Stacie Joseph, from the Management Services Division, then provided the email notice of the hearing that was sent to Chief Thomas on May 15th. Commissioner Richardson motioned to approve the PIB 60 day extension requests which include the 30 day extension for John Thomas. Commissioner Korn seconded the motion. Claude Schlesinger stated that Darlene Stokes' 60 day extension should not be approved. He stated that PIB had asked for an extension because the investigating officer was at firearms qualifying for the week, however firearms qualifying is not for a week it is for a day at most. He stated that New Orleans is the only jurisdiction that routinely asks for extensions on every case minor or major. No other municipality does so. 60 days is not warranted for minor cases. In Ms. Stokes' cases the excuses don't add up. Mr. Greene asked Mr. Schlesinger if he believed use of force that involved a serious injury that wasn't reported was minor. Mr. Schlesinger replied it was because his client's involvement in it was minor. It was not her platoon. Mr. Greene noted that he has a different opinion. The Commission then voted unanimously to approve the extensions. Commissioner Craig agreed that a way needs to be found for fewer extensions to be requested.

Item #15 (a) under Communications was the Personnel Director's report. Director Hudson stated that a kickoff meeting had been held for the Pay Disparity Study. That meeting had included members of the administration, Civil Service, City Council, Human Relations, SSA, and expert Martha Burke. During that meeting the group reviewed the purpose of study and discussed expectations of the work to be conducted. Director Hudson noted that the consultants had been provided with the data to perform an initial analysis.

Director Hudson then noted that the implementation of two new special rates of pay which were approved by the Commission and Council as part of the 2018 pay increases was underway. This includes educational pay of 2.5%, 5%, or 7.5% for employees in pay grade 69 or below who possess an Associate's, Bachelor's or Master's degree. There is also a 5% certification pay for exempt employees who have obtained a professional certification related to their current duties and responsibilities. Civil Service staff has provided training to Human Resources staff relative to the forms required to initiate these special rates of pay for employees. The information regarding the number of employees impacted as well as a cost estimate was provided to the administration, but we have not yet received any feedback. We are planning on instructing departments to proceed with the entries in June with the pay increases becoming effective in July. Director Hudson also noted that she had included a list of employees in the Civil Service Department who will qualify for this pay in the Commissioner's packets.

Director Hudson then stated that staff had been working with IT to establish a data dashboard. She provided a demonstration of how the data is displayed on the Civil Service website. Data includes applications data, requisitions data, and new hire data. You can also see the raw data. The second phase will include salary data for employees. She noted that she has asked for feedback from the administration regarding moving forward with that phase. Director Hudson also stated that Whitney Soenksen in ITI was a big help in getting this done.

Next, Ms. Trepagnier stated that the performance evaluations for the observation year 2018 were due on April 1st. She gave an overview of the current process. Ms. Trepagnier then noted that Civil Service staff has been doing a lot of training for departments. Bharati Belwalkar on the Civil Service staff has been providing training on both goal setting and the system for departments who need extra training for their supervisors. Just over 4300 evaluations have been received including evaluations from S&WB. 49% of

employees received a rating of meets expectations, 24% of employees received ratings of exceeds expectations, and 2% of employees received ratings of does not meet expectations. 21% received ratings of not evaluated. This was typically due to an extended absence of the employee or because their goals were not set during the prior year. The Museum, Library Finance, NORDC, the Inspector General and Mosquito Control did not submit evaluations. Partial evaluations had been received from NOPD. Director Hudson noted that staff will be working with departments to see how we can help them get it done next year. Ms. Trepagnier noted that the break out of rating categories between S&WB and the city were very similar. Director Hudson stated that staff wants to do a brief survey of Human Resources professionals to determine how the system is working. Staff will be using that information to set up a working group to suggest improvements to the system.

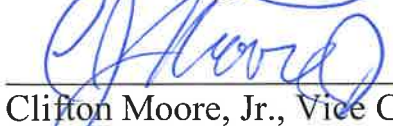
Director Hudson then stated that staff wants to administer a classified police and fire climate survey to get an idea of how the employees feel about promotional processes and the working environment. Commissioners Craig and Richardson responded that it sounds good.

Item #15 (b) was a report on ADP ongoing issues. Director Hudson stated that there were none at this time.

Item #15 (c) was a report on 2018 City-wide Performance Evaluations. This item was covered during the Personnel Director's report.

Commissioner Korn motioned for adjournment at 1:43 p.m. The motion was seconded by Commissioner Richardson and approved unanimously.



Michelle Craig, Chairperson

Clifton Moore, Jr., Vice Chairperson

John Korn, Commissioner