**DRAFT**

**Civil Service Commission Minutes**

State Capitol Building Basement, Room B31

Thursday, April 18, 2019

Conference call 9 am (CT)

1. **Roll Call of Commission Members**

Dawn Morris, Vice Chair called the meeting to order at 9:05 am CT.

Mary Weischedel called the roll. Members present:

JC Carpenter

Greg Ingemunson

Jeff Miller

Shannon Williams

Quorum was present.

Other participants:

Mary Weischedel, BHR Compliance Officer

Ellen Zeller, BHR Director of Classification and Compensation

1. **Approval of Agenda**

Commission member Williams moved to approve the agenda as presented. Member Ingemunson seconded the motion. The motion carried with unanimous voice vote.

1. **Approval of Minutes**

Commission member Miller moved to approve the minutes of the February 28th, 2019, meeting as submitted, seconded by Ingemunson. The motion carried with unanimous voice vote.

1. **Classification Review**
2. Security Supervisor

Zeller presented information about a pay grade change of the 060920 Security Supervisor requesting the paygrade be changed from GI to GH.

1. Mental Health Clinician

Zeller presented information on a new classification of the 051160 Mental Health Clinician requesting the paygrade be established at GJ.

1. Metrologist

Zeller provided information on the new classification of the 060296 Metrologist requesting the paygrade be established at GJ.

1. Corrections Unit Case Manager Supervisor

Zeller presented information on the new classification of the 060366 Corrections Unit Case Manager Supervisor requesting the paygrade be established at GJ.

1. Land Surveyor-in-Training

Zeller provided information on the new classification of the 090640 Land Surveyor-in-Training requesting the paygrade be established at GI.

Commission member Ingemunson moved to approve the paygrade change and the four new classifications, seconded by Miller. The motion carried with unanimous voice vote.

1. **Other Discussion Items**

None

1. **Additional Agenda Items**

None

1. **Public Comments**

None

1. **Adjourn**

Commission member Carpenter moved to adjourn the meeting, and the motion was seconded by Miller. The motion carried with unanimous voice vote.

Vice Chair Morris adjourned the meeting.

*Please note that these minutes are a draft until approved by the Civil Service Commission at the next meeting.*