CIVIL SERVICE COMMISSION

MINUTES OF PUBLIC HEARING

The Civil Service Commission convened at 11 a.m. on Wednesday, May 27, 2020, in the State Capitol Building, Room B20 and via teleconference.

The purpose of the commission meeting was to conduct a public hearing on the proposed Bureau of Human Resources rule numbered §§ 55:09:04:01, 55:09:04:02, 55:09:04:04.01, 55:09:04:05, 55:09:04:12 pursuant to the passage of SB 186 by the 2020 Legislature, and to approve two new classification pay grades.

**Members of the Commission in Attendance (participated via conference call)**

Barbara Christianson

JC Carpenter

Judy Greff

Greg Ingemunson

Jeff Miller

Dawn Morris

Shannon Williams

**Other Participants**

Darin Seeley, BHR Commissioner

Mallori Barnett, BHR attorney

Ellen Zeller, BHR Director of Classification and Compensation

Shelly Rounds, Human Resource Specialist III

Mary Weischedel, BHR Compliance Officer

Chairman Christianson called the meeting to order at 10 a.m. CDT.

**Approval of Agenda**

Commissioner Morris moved to approve of the agenda for the May 27, 2020 meeting as presented. Commissioner Carpenter seconded the motion. The motion carried with unanimous voice vote.

**Approval of Minutes**

Commissioner Williams moved to approve of the minutes of the February 14, 2020 meeting as submitted, seconded by Miller. The motion carried with unanimous voice vote.

**Administrative Rules Hearing**

There were no written comments from the public. Oral comments surrounding the proposed administrative rule changes were provided by Mallori Barnett, BHR Attorney. Barnett provided an explanation of each proposed rule change indicating these changes were a result of the passage of SB 186 during the 2020 legislative session and included removing the six months of service requirements for utilizing vacation leave, expanding the use of sick leave and setting forth the parameters of paid family leave.

There were no other comments or questions on the proposed administrative rule changes.

Commissioner Ingemunson moved to approve the administrative rule changes, and Commissioner Greff seconded the motion. The motion carried with unanimous voice vote.

**New Classification Pay Grades**

Zeller presented information about the new Victims’ Services Program Specialist class and recommended the paygrade be established at GJ. Commissioner Carpenter inquired whether there was a program manager in the agency as well.

Zeller presented information about the new Corrections Unit Director class and recommended the paygrade be established at GK.

Commissioner Carpenter moved to approve the two pay grades as presented, seconded by Greff. The motion carried with unanimous voice vote.

**Adjournment**

Commissioner Miller moved to adjourn the meeting and the motion was seconded by Ingemunson. Chairman Christianson adjourned the meeting at 11:35 a.m. CDT.