**DRAFT**

**Civil Service Commission Minutes**

Conference call December 13, 2018

**Members participating:**

Please note that these minutes are a draft until approved by the Civil Service Commission at February 28, 2019 meeting.

Barbara Christianson, Chair

JC Carpenter

Judy Greff

Greg Ingemunson

Jeff Miller

Dawn Morris

**Other participants:**

Heather Perry, BHR Director of Policy and Special Projects

Mary Weischedel, BHR Compliance Officer

Ellen Zeller, BHR Director of Classification and Compensation

Commissioner Christianson called the meeting to order at 9 a.m. CT.

1. **Approval of agenda**

Commissioner Morris moved to approve the agenda as presented. Commissioner Greff seconded the motion. Commissioners Christianson, Carpenter, Greff, Ingemunson, Miller and Morris voted in favor of approving the agenda.

1. **Approval of minutes**

Commissioner Carpenter moved to accept the minutes of the October 29, 2018, meetings as submitted. Commissioner Greff seconded the motion. Commissioners Christianson, Carpenter, Greff, Ingemunson, Miller and Morris voted in favor of approving the minutes.

1. **Classification review**

Zeller presented information about reclassifying the Wildland Fire Management Officer from paygrade GF to GG.

Commissioner Greff moved to approve the pay grade change. Commissioner Miller seconded the motion. Commissioners Christianson, Carpenter, Greff, Ingemunson, Miller and Morris voted in favor of the motion.

1. **Commission updates**

Perry has accepted a new role within the Bureau of Human Resources. Perry introduced Mary Weischedel, BHR Compliance Officer as BHR’s new administrative liaison for the Civil Service Commission.

Perry said there is one pending grievance at the time of the conference call.

1. **Adjourning meeting**

Commissioner Morris moved to adjourn the meeting, and the motion was seconded by Commissioner Ingemunson. Commissioners Christianson, Carpenter, Greff, Ingemunson, Miller and Morris voted in favor of adjourning.

Commissioner Christianson adjourned the meeting at 9:29 a.m.