**DRAFT**

**Civil Service Commission Minutes**

State Capitol Building Basement, Room B31

February 28, 2019

Conference call 1pm (CST)

1. **Roll Call of Commission Members**

Barb Christianson, Chair called the meeting to order at 1pm CT.

Mary Weischedel called the roll. Members present:

 Barb Christianson

 Judy Greff

 Greg Ingemunson

 Jeff Miller

 Dawn Morris

 Shannon Williams

Quorum is present.

Other participants:

Mary Weischedel, BHR Compliance Officer

Ellen Zeller, BHR Director of Classification and Compensation

1. **Approval of Agenda**

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

1. **Approval of Minutes**

Commission member Greff moved to approve the minutes of the December 13th, 2018, meetings as submitted, seconded by Ingemunson. The motion carried with unanimous voice vote.

1. **Classification Review**
2. Wildland Fire Equipment Mechanic

Zeller presented information about new classification of the 060644 Wildland Fire Equipment Mechanic requesting the paygrade be established at GH.

Commission member Greff moved to approve the new classification pay grade, seconded by Ingemunson. The motion carried with unanimous voice vote.

1. Wildland Fire Management Officer

Zeller presented information on a reclassification of the 090816 Wildland Fire Management Officer requesting the paygrade be changed from GH to GI.

Commission member Ingemunson moved to approve the reclassification to pay grade GI for the 090816 Wildland Fire Management Officer, seconded by Miller. The motion carried with unanimous voice vote.

1. Wildland Fire Equipment Mechanic

After review, Zeller provided additional information on the new classification of the 060644 Wildland Fire Equipment Mechanic requesting the paygrade be established at GF, rather than GH as was originally requested.

Commission member Miller moved to amend the previous motion of the 060644 Wildland Fire Equipment Mechanic by establishing a paygrade GF, seconded by Williams. The motion carried with unanimous voice vote.

1. **Other Discussion Items**

Weischedel stated there is a grievance in progress at the time of the conference call. No details were provided.

1. **Agenda Items for Next Meeting**

Zeller stated BHR has another classification that will need approval for a pay grade change in the next month.

1. **Adjourn**

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

Commissioner Christianson adjourned the meeting.

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