

Civil Service Commission Minutes

March 21, 2018

Conference call

Members participating:

JC Carpenter
Barbara Christianson
Bob Grandpre
Greg Ingemunson
Dawn Morris
Shannon Williams

These minutes are only a draft until approved by the Civil Service Commission at its next meeting.

Others participants:

Heather Perry, BHR director of policy and special projects
Ellen Zeller, BHR director of classification and compensation

Commissioner Christianson called the meeting to order at 8:30 a.m. CDT.

1. Approval of agenda

The agenda was amended to remove the grievance hearing, which was cancelled the day before the call. Commissioner Ingemunson moved to approve the agenda as amended. Commissioner Morris seconded the motion. Commissioners Carpenter, Christianson, Grandpre, Ingemunson, Morris, and Williams voted in favor of approving the agenda as amended.

2. Approval of minutes

Commissioner Christianson reviewed the minutes from December and had two changes. The adjournment motion needed to be amended because it said pay grade, not adjournment. Commissioner Christianson was the chair on the call and adjourned the meeting, not Commissioner Morris.

Commissioner Morris moved that the minutes of the December 13, 2017, meeting be approved as amended. Commissioner Grandpre seconded the motion. Commissioners Carpenter, Christianson, Grandpre, Ingemunson, Morris, and Williams voted in favor of approving the minutes as amended.

3. New member introduction

JC Carpenter was introduced as the newest member of the Civil Service Commission. He worked in law enforcement for the State in a few different capacities before retiring and lives in Pierre.

4. Classification review

Zeller presented information about a new class title: Right of Way Review Appraiser, which was proposed as a paygrade GK.

Commissioner Ingemunson moved to approve the new class title and pay grade recommendation. Commissioner Williams seconded the motion. Commissioners Carpenter, Christianson, Grandpre, Ingemunson, Morris, and Williams voted in favor of the motion.

5. Commission updates

Perry said the schedule was being finalized for the April 23-25, 2018 meetings and more information would be sent out soon.

6. Adjourning meeting

Commissioner Morris moved to adjourn the meeting. Commissioner Carpenter seconded the motion. Commissioners Carpenter, Christianson, Grandpre, Ingemunson, Morris, and Williams voted in favor of adjourning the meeting.

Commissioner Christianson adjourned the meeting at 8:47 a.m.