**DRAFT**

CIVIL SERVICE COMMISSION

MEETING MINUTES

The Civil Service Commission convened at 9:00 a.m. on Thursday, November 16, 2023, in the State Capitol, Room B20, via teleconference.

The purpose of the meeting was to approve the proposed classification and compensation changes.

**Members of the Commission in Attendance:**

Barbara Christianson, Chair

JC Carpenter

Greg Ingemunson

Kim Jensen

Jeff Miller

Dawn Morris

Shannon Williams

**Others in Attendance:**

Angi Kappenman, BHR Director of Total Rewards

Geno Adams, BHR Classification and Compensation Manager

Mallori Barnett, BHR Attorney

Mary Weischedel, BHR Compliance Officer

Jesse Merkel, BHR Information Officer

Chairman Christianson called the meeting to order at 9:02 a.m. CDT.

**Approval of Agenda**

Commissioner Morris moved to approve of the agenda for the November 16, 2023 meeting as presented. Commissioner Jensen seconded the motion. The motion carried with unanimous roll call vote.

**Approval of Minutes**

Commissioner Ingemunson moved to approve of the minutes of the June 14, 2023 meeting as submitted, seconded by Commissioner Williams. The motion carried with unanimous roll call vote.

**Classification & Compensation**

Geno Adams, BHR, presented information on the proposed pay grade and classification specification for the Central Services Program Manager.

Commissioner Jensen moved to approve the pay grade and classification specification as presented, seconded by Commissioner Morris. The motion carried with roll call vote (6 in favor, 1 against).

Geno Adams, BHR, presented information on the proposed pay grades and classification specifications including: Wildland Fire Fighter, Wildland Fire Squad Boss, Wildland Fire Crew Foreman, Wildland Fire Fighter Crew / Engine Boss, Assistant Wildland Fire Management Officer and Wildland Fire Management Officer.

Commissioner Ingemunson moved to approve the pay grades and classification specifications as presented, seconded by Commissioner Miller. The motion carried with unanimous roll call vote.

Geno Adams, BHR, presented information on the proposed pay grades and classification specifications including: Regional Long Term Care Ombudsman and Lead Regional Long Term Care Ombudsman.

Commissioner Miller moved to approve the pay grades and classification specifications as presented, seconded by Commissioner Morris. The motion carried with unanimous roll call vote.

**Adjournment**

Commissioner Jensen moved to adjourn the meeting and the motion was seconded by Commissioner Ingemunson. Chairperson Christianson adjourned the meeting at approximately 9:38 a.m. CDT.