**DRAFT**

CIVIL SERVICE COMMISSION

MEETING MINUTES

The Civil Service Commission convened at 9:00 a.m. on Tuesday, December 14, 2021, in the State Capitol, Room B20 and via teleconference.

The purpose of the meeting was to approve the proposed pay grades, and classification specifications.

**Members of the Commission in Attendance:**

Barbara Christianson, Chair

Greg Ingemunson

Kim Jensen

Dawn Morris

Shannon Williams

**Others in Attendance:**

Ellen Zeller, BHR Centers of Excellence Director

Travis Hedrick, Classification and Compensation Manager

Jessi Braley, HR Specialist II

Juliane Heuertz, HR Specialist II

Kayla Bastian, Director of Human Resources, Board of Regents

Mary Weischedel, BHR Compliance Officer

Chairman Christianson called the meeting to order at 9:00 a.m. CDT.

**Approval of Agenda**

Commissioner Morris moved to approve of the agenda for the December 14, 2021 meeting as presented. Commissioner Ingemunson seconded the motion. The motion carried with unanimous roll call vote.

**Approval of Minutes**

Commissioner Jensen moved to approve of the minutes of the November 5, 2021 meeting as submitted, seconded by Commissioner Ingemunson. The motion carried with unanimous roll call vote.

**Classification & Compensation**

Ellen Zeller, BHR, presented information on the proposed Pay Grades, and Classification Specifications including: Electrical Inspector, Plumbing Inspector, and new Wildland Fire Program Managers.

Commissioner Jensen moved to approve the pay structures as presented, seconded by Commissioner Ingemunson. The motion carried with unanimous roll call vote.

Kayla Bastian, Board of Regents, presented information on the proposed Pay Grade and Classification Specification for the Financial Aid Advisor.

Commissioner Ingemunson moved to approve the pay structures as presented, seconded by Commissioner Jensen. The motion carried with unanimous roll call vote.

**Adjournment**

Commissioner Williams moved to adjourn the meeting and the motion was seconded by Commissioner Morris. Chairman Christianson adjourned the meeting at approximately 9:35 a.m. CDT.