

CIVIL SERVICE COMMISSION  
MEETING MINUTES  
January 3, 2024  
10:00 A.M.  
Via Videoconference (ZOOM)

**Roll Call:**

The meeting was called to order by Chair Susan Ward; also present were Commissioner Rick Rogers, Chief Examiner Nelly Espinal, HR Generalist Christina Norman, HR Assistant Aleyda Martinez, Director of Human Resources Ginny Werner.

**Minutes: Meeting December 13<sup>th</sup>, 2023.**

*Motion made by Commissioner Rogers, seconded by Chair Ward to accept the meeting minutes dated December 13<sup>th</sup>, 2023. Motion carried unanimously.*

**Personnel Status:**

**New Hires**

Michael Oliva- Mechanic  
Sandy Velez- Truck Driver  
Raymond A. Bouchard - Assistant Building Inspector  
Aaron Scurlock- Staff Engineer

**Promotions**

Shawn Dvaz- Assistant Tax Collector  
Ana Dossantos- Account Clerk II-Tax Collector  
Dilania Kalman- Payroll Supervisor  
Kim Anh Tran NG- Librarian II- Youth Services

**Eligibility List Extension: Police Sergeant extend list to January 5, 2025**

*Motion made by Commissioner Rogers, seconded by Chair Ward to extend the Police Sergeant eligibility for an additional year with a new expiration date of January 5, 2025. Motion carried unanimously.*

**Candidate Request Removal- Certified Police Officer Eligibility List**

*Motion made by Commissioner Rogers, seconded by Chair Ward to approve the request to remove candidate #641063 Russell Tompkins as he has requested to be removed from the eligibility list. Motion carried unanimously.*

**Qualification of Applications: Entry Level Police Officer**

*Motion made by Commissioner Rogers, seconded by Chair Ward to accept all applicants, as they all meet the requirements of the position. Motion carried unanimously.*

**Qualification of Applications: Tree Worker/Bucket Operator**

*Motion made by Commissioner Rogers, seconded by Chair Ward to reject all applicants, as they do not meet the requirements of the position. Motion carried unanimously.*

### **Certification of Assistant Finance Director-Operations Eligibility List**

*Motion made by Commissioner Rogers and seconded by Chair Ward to certify the Assistant Finance Director-Operations eligibility list with an expiration date of January 3, 2025. Motion carried unanimously.*

### **Certification of Grant Compliance Coordinator Eligibility List**

*Motion made by Commissioner Rogers and seconded by Chair Ward to certify the Grant Compliance Coordinator eligibility list with an expiration date of January 3, 2025. Motion carried unanimously.*

### **Certification of Entry Level Police Officer Eligibility List**

*Motion made by Commissioner Rogers and seconded by Chair Ward to certify the Entry Level Police Officer eligibility list with an expiration date of January 3, 2025. Motion carried unanimously.*

### **Acknowledgement of Tax Coordinator Position**

*Motion made by Commissioner Rogers and seconded by Chair Ward to acknowledge the person that previously held the Assistant Tax Collector position, has requested to step down from that position and go back to her previously held position which was the Tax Coordinator position in the Tax Collector's office. Motion carried unanimously.*

### **Adjourn**

*Motion made by Commissioner Rogers, seconded by Chair Ward to adjourn.*