

MAUMELLE CIVIL SERVICE COMMISSION  
MEETING MINUTES  
April 11, 2022

COMMISSIONERS PRESENT: Billy Herrington, Chairman  
Harvey Durham, Secretary  
John Wells, Commissioner  
Sheila Sharp, Commissioner  
Greg Northen, Commissioner

OTHERS PRESENT: Mayor Caleb Norris, City Attorney Melissa Krebs, Interim Fire Chief Scott Eaten, Police Chief Cory Pickard, HR Director Doreen Mattes.

Absent: NONE

Chairman Herrington opened the meeting at 6:00 PM.

**Public Comments:** NONE

**Old Business:**

- Chairman Herrington ask for approval of Commission's meeting minutes for March 14, 2022.

Commissioner Greg Northen moved to accept the minutes as written, seconded by Commissioner Sheila Sharp. Motion passed by a 5 – 0 vote.

- Review and possible vote on a draft rule change that the probationary period for a newly appointed Maumelle Uniformed Police Department Officers to be one (1) year for Certified Law Enforcement Officers and two (2) years for other uniformed new hired employees.

Motion was made by Commissioner Greg Northern to accept the draft rule change. The motion was seconded by Commissioner John Wells. Motion passed by a 5 – 0 vote.

- Review a draft proposed amendment to the City's Rules and Regulations Promotional Examination section, regarding promotional applicants permitted to inspect his/her examination in person at the HR Department. The Draft will have an internal department step before going to the HR Department.

Motion was made by Commissioner Sheila Sharp to approve the draft language and requested that the City Attorney a long with the City HR Director advertise the draft and return it to the May 9, 2022 meeting for discussion and possible vote. The motion was seconded by Commissioner Greg Northen the motion passed by a 5 – 0 vote.

- Approval of a Civil Service recommendation that the City Council approve an Ordinance modifying the Uniformed Employee Handbook to be consistent with this Civil Service Rule changes.

Motion was made by Commissioner Greg Northern to recommend the City Attorney to draft an Ordinance to the City Council, modifying the Uniformed Employee Handbook to be consistent with this Civil Service Rule changes. The motion was seconded by Commissioner John Wells. Motion passed by a 5 - 0 vote.

**New Business:**

- Update from Human Resources.  
Administering the Division Chief’s written exam on April 29. Civil Service Commission oral interviews on May 9.
- Request for Police Department rank testing.

Motion was made by Commissioner Sheila Sharp to approve the request from HR Director to schedule a Police entry level testing on or about May 14, 2022. Also, to schedule a Police Captain’s promotional testing, date will be coordinated with Chief Pickard and Staff. The motion was seconded by Commissioner Greg Northern. Motion passed by a 5 – 0 vote.

With no further business, Commissioner Herrington ask for a motion to move from Regular Session to Executive Session Formulate Promotional Oral Interview Questions. Commissioner John Wells made a motion to move to Executive Session. Motion was Second by Secretary Harvey Durham. The motion passed by a 5 – 0 vote at 6:14 PM.

With business completed in Executive Session a motion was made by Commissioner John Wells to move back to Regular Session. Seconded by Secretary Harvey Durham. The motion passed by a 5 – 0 vote at 6:23 PM.

With no further business Commissioner John Wells moved to adjourn the meeting, seconded by Commissioner Greg Northern. The motion to adjourn passed by a 5 - 0 vote at 6:26 PM.

The next regularly scheduled Commission meeting is scheduled for 6:00 PM, May 9, 2022.