



**PERSONNEL BOARD OF REVIEW**  
MEETING MINUTES  
May 24, 2010  
7:30 P.M.  
Village Green, 47 Hall Street

Attendance: Susan Redder, John Randle, Marty Traver, Steve Lutz and Ben Albrecht.

I. RULES AND REGULATIONS –PROPOSED AMENDMENTS

City Manager Steve Lutz informed the Board that the rules and regulations of the Personnel Board of Review had not been amended since 2004. He stated that Staff and legal counsel have several recommended amendments to the rules and regulations. He stated that some of the proposed amendments are due to changes in laws while other changes are geared towards greater efficiency.

The Board recommended that Rule #5 – Position Descriptions and Reclassifications include an additional change. Under the category of minimum qualifications they recommended that "special minimum qualifications" be changed to read "additional minimum qualifications."

The Board also recommended changing Rule #7 – Examination Methods. They stated instead of making "special accommodations" the wording should read "reasonable accommodations."

The Board also recommended that Rule #13 – Reductions, Suspensions and Removals be modified. They suggested that under last chance agreements that employees be given the right to appear before the Personnel Board of Review in order to determine whether the misconduct actually occurred.

Staff noted that these additional amendments would be made to the rules and regulations and be forwarded to the City Council for adoption.

II. POLICE OFFICER ELIGIBILITY LIST

The Board learned that on April 27, 2010 the City conducted a written examination for the position of police officer. The Board was requested to certify this list. A motion was made by Susan Redder and seconded by Marty Traver to certify the list. The motion was approved by a 3-0 vote.

III. ADJOURNMENT

Having no further business to come before the Board, the meeting was adjourned at 7:55 p.m.