

CIVIL SERVICE COMMISSION  
Minutes of September 2, 2020

Present: Commission Members Eve Casserly; Josh Schamberger; and Lauren Merritt; Human Resource/Risk Manager Mike Funke; Chief of Police Shane Kron

**Meeting was called to order at 12:10 PM.**

**Approve Agenda:**

Motion by Schamberger; Second by Merritt; Motion passed all ayes.

**Approve Minutes of February 6, 2020 meeting**

Motion by Schamberger; Second by Merritt; Motion passed all ayes.

**Consider Approval of Procedure for Sgt. Promotional Process**

Chief Kron explained the need for starting this process citing the recent retirement of Sgt. Vest; the self-demotion of Sgt. Wendel; and the upcoming retirement of Lt. Clarahan which causes a domino effect since a current Sergeant will be promoted. He also said he is moving from six Sergeants to five however there will still be the need to fill a position. Merritt asked if he expected to receive applications. Kron replied he has very good people eligible and expects a good amount of applications and a competitive process.

Motion by Merritt; Second by Schamberger; Motion passed all ayes.

**Consider Approval of Procedure for Lt. Promotional Process**

Chief Kron referenced his previous comment about the need for a Lt. The process will be very similar to the Sgt. process. Schamberger asked if the questions and exercises differ from the Sgt process. Kron answered yes in that the Lt. is a position that needs "big picture" whereas Sgt is more personnel, tactical related.

Motion by Merritt; Second by Schamberger; Motion passed all ayes.

**Discussion of the Police Officer Hiring Process**

Funke announced that the list that was set to expire in 2021 has been exhausted and there is a need to hire more officers again referencing the domino effect of the promotions coming up. Kron said they are working with Kevin Sanders, President of the Iowa City Chapter of the NAACP on a number of topics including the recruitment of new officers. Kevin will be helping us by getting the job announcement out to his network. There were no changes to the process however the Commission still felt it necessary to approve the process. Therefore Chair Casserly asked for a vote on whether or not to take a vote to approve the process. All affirmed the desire to take a vote.

Approve the Police Officer Hiring process: Motion by Merritt; Second by Schamberger; Motion passed all ayes.

**Other Business**

Funke asked members to be ready for a meeting on October 14-16 to certify a list of candidates for Police Officer.

**Motion to Adjourn**

Motion by Merritt; Second by Schamberger; Motion passed all ayes.  
Meeting adjourned at 12:40 PM

Respectfully submitted,

Michael A. Funke, Human Resource/Risk Manager