

RECORD OF PROCEEDINGS

CIVIL SERVICE COMMISSION DENVER, COLORADO – DECEMBER 18, 2015 MEETING No. 330

Commissioners Present: Federico C. Alvarez, Commissioner
Neal G. Berlin, President
Anna Flores, Commissioner
Joseph G. Sandoval, Commissioner
Larry Trujillo, Commissioner

Staff Present: Antoinette Torres-Janke, Human Resources Supervisor
Earl Peterson, Executive Director
Susan Billotte, Staff Human Resources Professional
Jeff Wilson, Senior Human Resources Professional
Gloria Griffith, IT Supervisor

Guests: Bob Wolf, City Attorney
Wendi Smith, Eng. DFD
Eranda Piyasena, DPD
Desmond Fulton, DFD
Greg Pixley, DFD
Rodney Sherrod, DFD
Alena Gouveia, Technology Services
James Stoner, Technology Services

CSC President Berlin called the meeting to order at 9:30 a.m. Commissioners Flores, Alvarez, Flores, Sandoval, and Trujillo were present. Also present, former Commissioner Mascarenes. Antoinette introduced Patricia Montanez as the newest member of the CSC team, filling Karen Harmon's position. She will be working mainly on Police processing with Felisa.

OPENING:

Commissioner Berlin stated that a motion was in order to accept the minutes of December 4, 2015 Commissioner Alvarez so moved; Commissioner Trujillo seconded the motion. Motion was passed unanimously.

OLD BUSINESS

- Government Network Access & Email Accounts for Commissioners
Gloria reiterated the purpose of the security agreement for "denvergov" accounts, and the document she had provided at a previous commission meeting (11/15/15). Commissioner Alvarez reiterated some of the Commissioners' concerns about their compliance and liability, if they agreed to get connected to the City server and get "denvergov.org" email addresses. Commissioner Berlin questioned the advantage to the Commissioners of having another email address. The Security Team from Technology Services fielded questions from Commissioners and Staff. Commissioners'

RECORD OF PROCEEDINGS

personal email addresses are used by CSC for the sole purpose of communicating meeting dates/times/agendas and other time sensitive and/or newsworthy information; no personal applicant information is disseminated through email. All applicant files are reviewed through iCIMS which has been vetted as secure by Technology Services.

INFORMATIONAL ITEMS

- Executive Director

Earl reported on the enhanced security at the entrances to the Webb Building, with badge scanners installed/activated 12/15/15. He reiterated that CSC is still working on getting badge scanners for the double-door entrance on the 2nd floor of the Webb Building, which CSC shares with Human Rights and CPD. Commissioner Flores stated that she'll feel much better about CSC staff safety once those scanners are installed.

Earl updated everyone about a new additional vendor for applicant Medical Exams: Concentra; they also have the ability to collect and drug-test hair follicles at the same facility at which they conduct exams. CSC will be utilizing Concentra for firefighter applicants initially, starting with the next academy scheduled for spring 2016.

Earl mentioned that testing of the firefighter mentoring group was concluding today (12/18/15). He was asked about future off-site proctoring for out-of-state applicants, and mentioned CSC was looking into implementing PAN. Further research and discussion is needed. Gloria offered to provide demographic information on the applicants who tested 12/1-12/18/15, at the next Commission meeting.

- Calendar

Antoinette reminded everyone about the FEDRC meeting 2/2/16 and the PEDRC meeting 2/9/16.

- Comments from Staff/Public

Lt. Sherrod thanked Earl, Jeff, and Antoinette for including him in the SME process.

At 10:15 a.m., Commissioner Berlin stated that a motion was in order to go into Executive Session. Commissioner Alvarez so moved; Commissioner Sandoval seconded.

EXECUTIVE SESSION

- Voting Record—Four (4) Hearing Officer Applicants

RECORD OF PROCEEDINGS

- Firefighter Disqualification Review
- Disciplinary Update & Review

At 10:30 a.m., Commissioner Berlin stated a motion was in order to go out of Executive Session. Commissioner Flores so moved; Commissioner Alvarez seconded. Motion passed unanimously.

OPEN SESSION:

- Voting Record—Four (4) Hearing Officer Applicants

Commissioner Berlin stated that a motion was in order to approve four (4) hearing officer applicants. Commissioner Alvarez so moved; Commissioner Flores seconded. Motion passed unanimously.

- Firefighter Disqualification Review

Based on the information provided, the Commissioners determined that the applicant should not have been automatically disqualified. However, they noted his conduct was concerning.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of December 18, 2015 was adjourned at 10:35 a.m. on the motion of Commissioner Alvarez; seconded by Commissioner Flores.

CIVIL SERVICE COMMISSION:

Neal G. Berlin, Commissioner/President

Anna Flores, Commissioner

Joseph G. Sandoval, Commissioner

Federico Alvarez, Commissioner

Larry D. Trujillo, Commissioner

ATTEST: _____
Earl Peterson, Executive Director

Susan Billotte, Staff H.R. Professional