



CITY OF ARLINGTON CIVIL SERVICE COMMISSION MEETING MINUTES

**Wednesday, January 3, 2024 at 9:00 AM
Butner Board Room, 110 E. 3rd St. and Zoom**

Commissioners Present Kay Duskin, and Holly Sloan-Buchanan.

Commissioners Excused Johnathan Reichart.

Staff Present Chief Examiner/Secretary Julie Petersen, Shawn Friang HR Director, Jonathan Ventura – Police Chief, Peter Barrett – Police Lieutenant

Call to Order Commissioner Sloan-Buchanan called the meeting to order at 9:17am

Visitors None.

Approval of the Agenda Commissioner Duskin moved to approve the Agenda and Commissioner Sloan-Buchanan seconded the motion, which was carried.

Approval of the Meeting Minutes for December 6, 2023 - Commissioner Duskin moved to approve the minutes from December 6, 2023 and Commissioner Sloan-Buchanan seconded the motion, which was carried.

Election or Re-election of Chair and Vice Chair for Commission- Per Civil Service Rules each January the Civil Service Commission appoints a chair and vice chair from the commission members. Commissioner Sloan-Buchanan moved to nominate Kay Duskin as Chair. Commissioner Duskin accepted and seconded the motion, which was carried. Commissioner Duskin moved to nominate Holly Sloan-Buchanan as Vice Chair. Commissioner Sloan-Buchanan accepted and seconded the motion, which was carried.

Appointment of Civil Service Chief Examiner/Secretary Commissioner Sloan-Buchanan moved to approve Shawn Friang, HR Director as the Civil Service Chief Examiner/Secretary and remove Julie Petersen. Commissioner Duskin seconded the motion, which was carried.

Police Department Report

- a. **Personnel Actions** A new Police Services Technician started today.
- b. **Recruitment** Chief Ventura provided a brief report mentioning the three open vacancies, the struggles to get candidates through the process and background before they accept an offer from another agency.

c. Notification of Lateral Officer Oral Board Scoring Results Certified, Chief's Interviews

Chief Examiner/Secretary Friang reviewed the scoring results and that the Chief's interviews were conducted and one candidate moved into the background process December 13, 2023.

d. Certify Entry Level Police Officer Eligibility List

Chief Examiner/Secretary Friang reviewed the List with the Commissioners. Commissioner Sloan-Buchanan moved to approve the current eligibility list, Commissioner Duskin seconded the motion, which passed.

e. Entry Level Police Officer Eligibility List Removals

Chief Examiner/Secretary Friang reviewed the list of names to be removed from the eligibility list. Lt. Barrett requested an amendment to the list to include the name of Reuben Oviedo as this candidate emailed and requested removal from the list. Commissioner Sloan-Buchanan moved to approve the list as amended, and Commissioner Dusking seconded the motion, which passed.

Adjourn

There being no other business to be conducted, the meeting was adjourned at 9:30 am

Kay Duskin
Civil Service Commission Chair

Shawn Friang
Chief Examiner/Secretary