



## MINUTES

### CIVIL SERVICE COMMISSION MEETING March 7, 2024 4:00 P.M.

The City of Madeira Beach Civil Service Commission meeting was scheduled for 4:00 p.m. on March 7, 2024, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

**MEMBERS PRESENT:** Jerry Cantrell, Chair  
Cristina Ponte, Vice Chair (via Zoom)  
Paul Tilka  
Judithanne McLauchlan (Arrived at 4:47 p.m.)  
Clara VanBlargan, Ex-Officio Secretary

**MEMBERS ABSENT:**

**CITY STAFF PRESENT:** Robin Gomez, City Manager  
Megan Powers, Assistant to City Manager/HR Staff  
Attorney Rob Eschenfelder, Trask Daigneault, L.L.P.

#### 1. CALL TO ORDER

Chair Jerry Cantrell called the meeting to order at 4:02 p.m.

#### 2. ROLL CALL

City Clerk Clara VanBlargan called the roll. Commissioner McLauchlan would be late.

#### 3. PUBLIC COMMENT

There were no public comments.

#### 4. APPROVAL OF MINUTES

##### A. Approval of Minutes

- **2024-01-03, Civil Service Commission Meeting Minutes**

Commissioner McLauchlan motioned to approve the minutes as written. Commissioner Tilka seconded the motion, and all were in favor. The motion carried 4-0.

## 5. HR REPORT

HR Staff Megan Powers gave an update to the HR Report as follows:

- The open positions and the new hires
- The City will be participating in a Job Fair at Seminole High School in April
- PTO sick leave study
- Review of the City's sick time donation policy. The City takes hour for hour donated and gets paid out to the employee who requested it at their hourly rate. Once the hours are donated, they may not be reversed, and all unused sick leave hours remain in the sick leave pool.

## 6. RFP 24-01 HR, CLASSIFICATION, AND COMPENSATION PLANS STUDY

A. **Proposal** – AutoSolve, Inc.

B. **Proposal** – Bolton Partners, Inc., DBA Bolton

C. **Proposal** – Cody & Associates, Inc.

D. **Proposal** – Evergreen Solutions

E. **Proposal** – Gallagher Benefit Services, Inc.

F. **Proposal** – Gehring Group, Inc.

G. **Proposal** – Paypoint HR

H. **Proposal** – Pontifex Consulting Group

I. **RFP, Bid Tabulation, Sign-In Sheet, References Contact – RFP 2024-01, HR Classification and Compensation Plans Study**

Chair Cantrell asked if any of the responses to the RFP did not meet what was requested. City Clerk VanBlargan said the Gehring Group submitted a document with a different company name. The City Manager said they need to look at whether the company is qualified. Attorney Eschenfelder said responses need to be responsive, but government agencies reserve the right to waive minor irregularities.

The City Manager made the following recommendations:

- AutoSolve, Inc.
- Cody & Associates, Inc.
- Gehring Group, Inc.

Chair Cantrell said he was interested in the following consultants:

- AutoSolve, Inc.
- Evergreen Solutions
- Pontifex Consulting Group

Ms. Powers said she did not get good feedback regarding Evergreen Solutions from several cities. She was waiting for references that are Florida cities comparable to the size of Madeira Beach from Cody & Associates, Inc.

The consensus of the Board was to look at Gehring Group, Inc., Cody & Associates, Inc., AutoSolve, Inc., and Pontifex Consulting Group.

Chair Cantrell would like to ask the following questions about each firm:

- After completing the study, is there anything they might have overlooked?
- Do they have a copy of job descriptions and job classifications that could be shared?
- What would they do differently if they needed to complete the analysis a second time?
- Are there any experiences they want to share?
- Would they use the same company again?
- Are they satisfied with the results?
- Were there any unexpected expenses?

Attorney Eschenfelder suggested that the Board rank their recommendations and give them to the City Clerk. The City Clerk said she would provide the Board with the results of a pay plan and benefits survey of other municipalities she did.

The City Manager said the consultants typically survey surrounding communities for basic demographics. He did not expect any significant salary adjustments. The City Attorney said if they are able to recruit for open positions and retain people after they are hired, then they are probably where they need to be.

The City Clerk said she would send the 2019 pay study to the members.

## **7. “DRAFT” EMPLOYEE PERSONNEL POLICY – UPDATED THROUGH JANUARY 2024**

- A. “Draft” Employee Personnel Policy – updated through January 2024 *[At the next meeting, the Civil Service Commission will begin their discussion on page XII-1, A. Definitions of Terms]*

### **H. Disability Leave**

## **2. Short-Term Disability Leave /Reasonable /Accommodations / Fitness for Duty Exam**

The following change was made:

- Subsection f. would read, “While under short-term disability leave without pay, the City will continue to pay the employer portion of any Group Health premium, but it is the employee’s responsibility to...”

### **I. Domestic Violence Leave**

- There were no changes to this Section.
- The City Attorney offered to give refresher management training courses after the completion of the project. It could be a way to introduce management to the new document.

### **J. Leaves of Absence Without Pay**

The following change was made:

- Section 4. would read, “While under a leave of absence without pay, the City will continue to pay the employer portion of any Group Health premium, but any group health and life insurance premiums that are normally paid by the employee must continue to be paid by the employee.”

### **K. Family and Medical Leave Act of 1993 (FMLA)**

The following changes were made:

- The City Attorney would review Sections 2 through 14 to see if they could be considered subsections of Section 1. Basic FMLA Eligibility and Qualifying Events.
- The highlighted note in Section 9. FMLA Procedures and Forms would be removed. (*Note: all non-automated FMLA-forms will be posted on the City i-net for employee use by Human Resources*).
- The City Attorney would review Section K.15. FMLA Military Family Leave to see if it could be changed to Subsection 2.
- The City Attorney would remove the words “comp time” from the document.

### **L. Judicial Leave**

There were no changes to this Section.

## VIII. ABSENCE WITHOUT AUTHORITY

There were no changes to this Section.

## IX. NON-DISCIPLINARY SEPARATIONS FROM COUNTY CITY EMPLOYMENT

The following change was made:

- Change the word “County” to “City” in the header.

### A. Resignation

There were no changes to this Subsection.

### B. Retirement

The following change was made:

- Add “for such a time as required under FRS regulations.” to Subsection 4.

### C. Death

There were no changes to this Subsection.

Chair Cantrell recessed the meeting at 5:42 p.m. The meeting reconvened at 5:55 p.m.

### D. Layoff

The following changes were made:

- Change “work force” to “workforce” in Subsections 1, 2, and 3.
- Remove the “bold” font from 6. Layoff Priority and 11. Reinstatement.

### E. Disability Separation/Reasonable Accommodation

There were no changes to this Subsection.

### F. Alternate Employment Program (AEP)

The following changes were made:

- Change the “exit interview” terminology in the last sentence of Subsection 4. and the first sentence of Subsection 5.

- Include “within the City” at the end of the first and last sentences of Subsection 2.

## **X. CODE OF ETHICS FOR OFFICERS AND EMPLOYEES**

There were no changes to this Section.

## **XI. DISCIPLINE AND DISCHARGE**

### **A. General Provisions**

There were no changes to this Subsection.

### **B. Grounds for Discipline or Discharge**

There were no changes to this Subsection.

- The City Attorney would review adding a section in the Miscellaneous Section dealing with social media and make a recommendation.

### **C. Progressive Discipline**

The following changes were made:

- The City Attorney will forward a Warning Counseling Form he developed to the Board.
- The City Attorney will define “probation” in Subsection 5.g. Step 3.

### **D. Appeal Process**

The Board will revisit Subsections 1. through 2.g.(7) after the City Attorney revises them.

The following change was made:

- Change the wording in the third sentence of Subsection h. Name Clearing Hearings from “...the Civil Service Commission may recommend to the City Manager...” to “...the Civil Service Commission can require the City Manager to allow the employee to place in the record his or her own supplemental statement regarding the alleged demonstratively false or incomplete statement or conclusion.”

- B.** Attorney Eschenfelder will address the question regarding permanent additional duties, page V. C. b.

This item was not discussed.

*[At the next meeting, the Civil Service Commission will begin their discussion finishing Name Clearing Hearings, page XI-10.D.h. and begin EMPLOYEE COMPLAINT PROCEDURE, A. Definition of Terms, page XII-1]*

## **8. ITEMS TO BE SCHEDULED FOR FUTURE DISCUSSIONS**

- A. Ordinance 2023-06, Amendment to Civil Service Commission Rules – *(to address after adoption of personnel policy)*
- B. RFP – Classification and Compensation Plan Study – *(in process)*
- C. Classification of all Classifies City Positions, based upon the Duties, Authority, and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances (City Charter, Sec. 5.7, C, 1) – *(in process)*
- D. Pay Plan for all Classified City Positions (City Charter, Sec. 5. 7, C, 2) – *(in process)*
- E. Methods for determining Merits and Fitness of Candidates for Appointment or Promotions (City Charter, Sec. 5.7, C, 3) – *(to verify relines in Personnel Policy on March 7<sup>th</sup>, then decide to remove the item)*
- F. Implementation Process for making sure that all Rules, Regulations and Procedures of the Employee Personnel Policy are working and is followed by everyone (City Charter, 5.7, C, 8) –*(item to be addressed in Ordinance 2023-06, Civil Service Commission Rules)*
- G. Ex Officio Board Member – Robert’s Rules of Order – *(City Clerk to schedule training – All Board members are invited)*
- H. Decide the date Sick Leave Accrual will end for the payout – *(Revisit before going live with the Personnel Policy)*
- I. Department Specific Rules – *(for review at a future meeting)*
- J. Employee Satisfaction Survey – *(to address after Personnel Policy is adopted)*
- K. Employee Termination Survey (item removed 3/7/2024)
- L. Review of Offer Letter – *(to address after Personnel Policy is adopted)*
- M. Exit Interview Survey – *(changed to Separation Survey 3/7/204)*
- N. HR Director Position – *(to address after Personnel Policy is adopted)*

O. PowerPoint History Presentation – Civil Service Commission beginning when it was first created by the City of Madeira Beach Voters – *(to address after Personnel Policy is adopted)*

P. Training Requirements for Management Employees – *(added 3/7/2024)*

Q. Alternative Employment Plan – *(added 3/7/2024)*

## 9. NEXT MEETING

The next two meetings were scheduled for Tuesday, April 9, 2024, 5:00 p.m. – 8:00 p.m. and Wednesday, June 5, 2024, 4:00 p.m. – 6:00 p.m.

## 10. ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

ATTEST:

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Jerry Cantrell, Chair

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Clara VanBlargan, City Clerk/Secretary Ex-Officio