CITY OF CORONADO
Minutes of the Civil Service Commission
December 18, 2002

Special Meeting of	Civil Service Commission
Date of Meeting	December 18, 2002
Place of Meeting	City Council Chambers

CALL TO ORDER

The special meeting of the Civil Service Commission convened at 5:32 p.m., December 18, 2002, in the Council Chambers of Coronado City Hall. Vice Chair Edwards instructed the Secretary to call the roll.

ROLL CALL

MEMBERS PRESENT: Vice-Chair Edwards
Commissioner Fitzgibbons
Commissioner Bella

Let the record reflect all members were present except Chair Miller and Commissioner Theberge who were absent.

ALSO PRESENT: Leslie Suelter, Director of Administrative Services
Fran Espinosa, Secretary
Bob Hutton, Chief of Police
Paul Crook, Police Captain, Police Services

ORAL COMMUNICATIONS: None.

APPROVAL OF MINUTES: The minutes of the special meeting of September 26, 2002 were submitted. Commissioner Bella moved approval of the minutes. Commissioner Fitzgibbons seconded the motion. The minutes were approved by unanimous vote.

WRITTEN COMMUNICATIONS: None

ACTION ITEMS:

1. Request to Extend Temporary Appointment for David Williams, Police Officer.

Leslie Suelter, Director of Administrative Services stated the primary reason for the meeting was to consider extending the temporary appointment of David Williams, who is a Reserve Police Officer. Civil Service Rules state that working beyond 1,000 hours requires the Civil Service Commission to approve.

Captain Paul Crook described that the department has been in the process of attempting to fill three Police Officer positions. The process for the department is extremely tedious and has gone through several applicants who have not made it through the background process. The department hired David Williams in June 2002 on a short time basis, only anticipating him working until November 2002, at the latest through December. Six months would have been up in December 2002. The department had recently hired one Police Officer, with two officers down and do not anticipate filling those positions for another 60 days due to backgrounds. Once the new Police Officers are on board it takes about six months before they are fully trained.

After further discussion, Commissioner Fitzgibbons moved for approval. Commission Bella seconded the motion. The motion was approved by unanimous vote.

OTHER BUSINESS: Leslie Suelter stated the department is still recruiting for a Human Resources Manager, which is a very critical position within the agency. The person who accepted the position, withdrew and was the only candidate the department was interested in. The position will remain opened until filled.

PERSONNEL RECRUITMENT SCHEDULE: 12/02 Update – accepted as presented.

STATUS OF ELIGIBILITY LISTS: 12/02 Update – accepted as presented.

ADJOURNMENT

Commissioner Bella moved for adjournment. Seconded by Commissioner Fitzgibbons. The motion passed unanimously. The Civil Service Commission meeting adjourned at 5:43 p.m.

_____

ELAINE EDWARDS, VICE CHAIR
CIVIL SERVICE COMMISSION