



**City of Asheville Civil Service Board
MINUTES**

**REGULAR MEETING
5th of November 2015**

Board Members in Attendance:

Alan Coxie *Chair*
Alan Escovitz
Marv Rosen
Carol Goins
Mike Hahn

Staff in Attendance:

Paul Fetherston-Deputy City Manager
Kelly Whitlock-Assistant HR Director/Attorney
Jennifer Johnson-HR/Clerk
Tammy Hooper-Chief of Police
Shannon Barrett-Human Resources Manager
John Maddux-Attorney
Maggie Burleson-City Clerk
Gwen Whisler-City Council Member

1. Approval of Minutes

Member Marv Rosen corrected that he was not in attendance at the last meeting as stated in the minutes. The corrected minutes for the regular meeting of 10/1/15 were then approved following Board member Alan Escovitz's motion, Board Member Mike Hahn's second on a 5-0 vote.

2. New Business

- a) Swearing in of new Board Members

New Board Member Mike Hahn was sworn in as an elected Board Member by Maggie Burleson, City Clerk.

- b) APD Organizational Update

Chair Coxie asked that the order of the agenda be altered slightly to accommodate Police Chief Tammy Hooper's schedule. He stated that he requested Chief Hooper to attend the meeting and provide an update on the Police Department after hearing her speak at another function. Chief Hooper related that an organizational assessment was completed for the Police Department. She has met with police staff to discuss issues and department concerns; a good game plan is emerging as a result of the assessment.

One initiative involves the promotional process. The Department has convened a committee to review and make recommendations to the current promotional process which was last updated in 2005. Staff is concerned that the current practice may not be getting the best results. The committee, which includes a cross section of employees and representatives from the Fraternal Order of Police and the Police

Benevolent Association, has been working since September to come up with a new procedure. The committee is finalizing their recommendations and will present them to Chief Hooper who will send them to City Manager Gary Jackson. If approved, they will be sent to the Civil Service Board.

A second committee is being convened to look at the disciplinary policy. Researching the disciplinary policy may take more time. There is a need to be consistent with city, state, and federal policies as well as looking at best practices. Chief Hooper then took questions. Chair Coxie asked about the radar issue. The Chief responded that a radar policy had been reviewed and was implemented two weeks ago. She gave an update on the Property and Evidence Division's staffing and work with the District Attorney and City of Asheville legal department to implement a better process in managing inventory. District realignment went into effect September 29; there will be a six month assessment of response times. An implementation plan for body cameras is being put together and will be submitted to the City Manager for review by the end of the year.

c) Discussion of 5th Member of the Board.

Marv Rosen's term expired in October 2015. Kelly Whitlock asked that Shannon Barrett address what was done last time to elect the fifth member. Chair Coxie opened the floor for nominations. Board Member Mike Hahn nominated Marv Rosen for the seat which was seconded by Board Member Alan Escovitz. Carol Goins moved that the nominations be closed. The Board vote to elect Marv Rosen as the fifth member was unanimous and passed. He will be sworn in next month at the regular meeting.

d) City of Asheville Boards and Commissions Manual Appendix

Kelly Whitlock turned the Board's attention to the Boards and Commissions Appendix. The City would like for all Boards and Commissions to be uniform across the City. Chair Coxie asked to put the matter of discussing the complete Manual on the agenda for December so the Board has a chance to review the Appendix and then discuss the entire manual.

e) Upcoming Grievance

Alan Coxie is aware of a grievance that has been filed. The matter has been turned over to independent counsel. Shannon Barrett will contact the Board regarding possible dates for the hearing, which will likely be scheduled for February.

3. PUBLIC COMMENT

None

4. FUTURE AGENDA ITEMS

- a) Swearing in of Marv Rosen as a Civil Service Board member
- b) Questions pertaining to Boards and Commissions Manual

5. ADJOURN

Chair Alan Coxie adjourned the meeting without objection.