



**City of Asheville Civil Service Board
MINUTES**

**REGULAR MEETING
1st of October 2015**

Board Members in Attendance:

Alan Coxie *Chair*
Alan Escovitz
Marv Rose
Carol Goins

Staff in Attendance:

Paul Fetherston- Deputy City Manager
Kelley Dickens, HR Director
Meredith Troughton, Board Clerk
Tammy Hooper- Police Chief
Wade Wood- Deputy Police Chief
Sgt. Brandon Moore-APD

1. APPROVAL OF MINUTES

The minutes for the regular meeting of 09/03/2015 were approved with the following Board Member Escovitz motion, Board Member Goins second on a 4-0 vote.

2. New Business

a) Swearing in of New Board Members

As a result of the 2015 Civil Service Board Elections 2 new Board Members were elected. Alan Coxie was sworn in by Deputy City Clerk Jaime Matthews. New Board member Mike Hahn will be sworn in at the November meeting.

b) APD Presentation-Assessment Components for the Upcoming Captain Process

The Asheville Police Department would like the approval to implement a new "In Basket" exam as a part of the upcoming Captain's Process. There will be no change in the eligibility for the process and the "In Basket" has been used in different process throughout the organization however, it was not used as part of the last Captains Process. All candidates will be given the same assessment. The Chief answered questions as to the roles of the assessors and the weight of the Chief's interview. In addition there was discussion as to banding qualified candidates vs ranking them in a numeric order. APD will band candidates in categories of most qualified, qualifies and not qualified. In the future APD is looking to post all components of the assessment process with the job posting. Board Member Going made the

motion, to approve the recommendations to include the changes in the upcoming Captains process, Board Member Escovitz second on a 4-0 vote.

c) City of Asheville Boards and Commissions Manual

The Board was given a copy of the Boards and Commission Manual that was approved by City Council at their September 22nd meeting. The Manual provides information on all Boards and Commissions that operate within the City. The Board will receive a copy of the Appendix at their November meeting.

d) Substantive Rules

There was a discussion as to the standing of the Civil Service Board Substantive Rules. The Human Resources Department is currently working to update the City's Personnel Policy. Once there is a proposed draft the HR Department will bring the draft before the Board for review. All parties are looking at the new Personnel Policy to guide the Substantive Rules for the Civil Service Board. HR will keep the Board updated on the status of the Personnel Policy.

4. PUBLIC COMMENT

None

5. FUTURE AGENDA ITEMS

- a) Boards and Commissions Manual Appendix
- b) Swearing in of New Board Member

6. ADJOURN

Chair Coxie adjourned the meeting without objection.