



**CIVIL SERVICE COMMISSION
MEETING AGENDA**
Tuesday, September 24, 2024 at 2:30 PM
Commission Chambers, 300 Municipal Drive,
Madeira Beach, FL 33708

This Meeting will be televised on Spectrum Channel 640 and YouTube Streamed on the City's Website.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Public participation is encouraged. If you are addressing the Civil Service Commission, step to the podium and state your name and address for the record. Please limit your comments to three (3) minutes and do not include any topic on the agenda. Public comment on agenda items will be allowed when they come up.

4. OATH OF OFFICE

- A. Oath of Office: James Michael Paul - Appointed by the Board of Commissioners on August 14, 2024

5. APPROVAL OF MINUTES

- A. 2024-04-09, Civil Service Commission Meeting Minutes
- B. 2024-05-21, Civil Service Commission Meeting Minutes
- C. 2024-07-01, Civil Service Commission Meeting Minutes

6. HR REPORT - (Verbal)

7. UPDATE - Gehring Group - HR, Classification, & Compensation Plans Study

8. OLD BUSINESS

- A. "Draft" Madeira Beach Personnel Policy 2024 (edits through July 8, 2024)

9. FUTURE AGENDA ITEMS

- A. Ordinance 2024-07 (Ordinance 2023-06), Amendment to Civil Service Commission Rules – Review for changes after new personnel policy adopted

- B. Implementation Process for making sure that all Rules, Regulations, and Procedures of the Employee Personnel Policy are working and are followed by everyone (City Charter, 5.7, C, 8)
- address in Civil Service Commission rules
- C. Department Specific Rules – review after personnel policy is adopted
- D. Employee Satisfaction Surveys – review after Personnel Policy is adopted
- E. Separation Survey – review after Personnel Policy is adopted
- F. HR Director Position – address after Personnel Policy is adopted
- G. Offer Letter - review after Personnel Policy is adopted
- H. City’s Appeal Form – review after new personnel policy adopted
- I. Safety Manual – review after new personnel policy adopted
- J. PowerPoint History Presentation- Civil Service Commission beginning when it was first created by the City of Madeira Beach Voters – item for future meeting after Personnel Policy is adopted

10. NEXT MEETING

The next meeting is scheduled for Wednesday, December 4, 2024 at 4:00 p.m. (date and time subject to change at the meeting)

11. ADJOURNMENT

One or more Elected or Appointed Officials may be in attendance.

Any person who decides to appeal any decision of the Civil Service Commission with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the minutes to be transcribed verbatim; therefore, the applicant must make the necessary arrangements with a private reporter or private reporting firm and bear the resulting expense. In accordance with the Americans with Disability Act and F.S. 286.26; any person with a disability requiring reasonable accommodation to participate in this meeting should call City Clerk Clara VanBlargan at 727-391-9951, Ext. 231 or 232 for email a written request to cvanblargan@madeirabeachfl.gov.