



**CIVIL SERVICE COMMISSION
AGENDA
Tuesday, April 09, 2024 at 5:00 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. APPROVAL OF MINUTES

A. 2024-03-07, Civil Service Commission Meeting Minutes

5. HR REPORT

A. HR Report 4-9-2024

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

A. Proposal - AutoSolve, Inc.

B. Proposal - Cody & Associates, Inc.

C. Proposal - Gehring Group, Inc.

D. Proposal - Pontifex Consulting Group

E. Madeira Beach 2019 Compensation Study

F. Email Responses - Megan Powers, HR Staff

G. Email Responses - Jerry Cantrell, Chair, Civil Service Commission

7. "DRAFT" EMPLOYEE PERSONNEL POLICY - UPDATED THROUGH JANUARY 2024

A. "Draft" Employee Personnel Policy - updated through January 2024

8. FUTURE DISCUSSION ITEMS

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 Classified 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, Section 5.7, C, 2) - (*in process*)

E. Methods for determining Merits and Fitness of Candidates for Appointment or Promotions (City Charter, Section 5.7, C, 3) - (*to verify redlines in Personnel Policy on March 7th, 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. Separation Survey – (*to address after Personnel Policy is adopted*)

L. HR Director Position – (*to address after Personnel Policy is adopted*)

M. Review of Offer Letter – (*to address after Personnel Policy is adopted*)

N. 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*)

O. GSA Per diem rates (**added 3/7/2024**)

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

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

9. NEXT MEETING

Next scheduled meeting: Wednesday, June 5, 2024; 4:00 p.m. to 7:00 p.m.

10. 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.