

## **NOTICE OF MEETING**

Notice is hereby given that the **PLANO CIVIL SERVICE COMMISSION** will meet in a Called meeting in the **TRAINING ROOM OF THE TECHNOLOGY SERVICES ANNEX BUILDING LOCATED AT 1117 E. 15<sup>TH</sup> STREET, PLANO, TX 75074 AT 8:30 A.M. ON FEBRUARY 21, 2017.**

The Civil Service Commission may convene into Executive Session pursuant to Section 551.071 of the Texas Government Code to consult with its attorney regarding posted items.

1. Call to Order
2. General Discussion

In accordance with the Open Meeting Act, the Civil Service Commission will hear comments of interest relevant to the Civil Service Commission, but any discussion shall be limited to placing the item on a future agenda for future consideration. Remarks are limited to three (3) minutes per speaker, with a maximum of 30 total minutes of testimony. Other time restraints may be directed by the Chairman. Specific factual information or an explanation of current policy may be made in response to an inquiry, but any discussion or decision must be limited to a proposal to place the item on a future agenda. Speakers will be notified when speaking time has expired.

3. Approval of the January 17, 2017 meeting minutes
4. Action on appointment of Civil Service Director
5. Items for future discussion/action on future agendas
6. Adjourn

Liaison: City Manager or his designee

The Technology Services Annex Building is wheelchair accessible. A sloped curb entry is available at the main entrance, on the north side of the building with specially marked parking spaces nearby. Requests for special services must be received 48 hours prior to the meeting time by calling the Human Resources Department at 972-941-7115.

**PLANO CIVIL SERVICE COMMISSION MEETING**  
**January 17, 2017**

**PRESENT:**

**Commission Members:**

David O' Dens, Chair  
NiCole Williams, Vice Chair  
Robert Hills, Commission Member

**Commission Legal Counsel:**

Darrell Noga

**City Staff:**

Shanté Akafia, Civil Service Director  
Terin Benavente, Administrative Assistant  
Shane Blackburn, Police Sergeant  
Scottie Copeland, Police Officer  
Sam Greif, Fire Chief  
Victoria Huynh, Deputy City Attorney  
Mark Israelson, Deputy City Manager  
Brian Kanzaki, Fire Captain  
Jennifer Knox-Walker, Assistant City Attorney III  
Jennifer Miller, Human Resources Manager  
Jim Parrish, Deputy City Manager  
Judy Reeves, Human Resource Analyst, Sr.  
Greg Rushin, Police Chief  
Melody Shea, Human Resources Analyst, Sr.

**Call to Order**

Chairman O' Dens called the meeting to order at 8:30 a.m., Tuesday, January 17, 2017, in the Technology Services Annex Building, 1117 E. 15<sup>th</sup> Street. A quorum was present.

**General Discussion**

No issues were presented for general discussion.

**Approval of Minutes**

Chair O' Dens moved to approve the minutes from the August 31, 2016 meeting and Commissioner Hill seconded the motion. The motion was approved and carried 3-0.

**Election of Chair and Vice Chair**

Per Texas Local Government Code Chapter 143.006 (e), an election for Chair and Vice-Chair is to occur each January.

Upon a motion by Commissioner Hill, seconded by Chair O' Dens, the Commission unanimously approved David O' Dens to remain as Chair and NiCole Williams as Vice Chair.

**Report from Fire Chief on department diversity**

Chief Greif presented in depth information to the Commission regarding diversity within the Fire Department and stated that last year's percentage of diversity within the department was higher than in the previous five years. Chief Greif also provided departmental statistics regarding diversity to the Commission for the past six years.

**Report from Police Chief on department diversity**

Chief Rushin presented in depth information to the Commission regarding diversity within the Police Department and spoke on the benefits of having cultural diversity within the department. The department's efforts to broaden diversity in the department includes key leaders from the Police Department attending local cultural related events and ensuring the hiring process does not unintentionally exclude certain categories of applicants.

**Review and Action on revisions of City of Plano Fire Fighters' and Police Officers Civil Service Commission Rules and Regulations 143.012 Director**

Shanté Akafia presented information to the Commission regarding the proposed local rule change. Upon review and discussion of the proposed changes, Chair O' Dens moved to approve the requested changes and Vice Chair Williams seconded the motion. The motion was approved and carried 3-0.

**Items for future discussion/action on future agendas**

On April 13, 2016, Shanté Akafia was appointed Interim Civil Service Director by the Commission; therefore a formal appointment of Civil Service Director is in order.

There being no further business, Chairman O' Dens adjourned at 9:20 a.m.

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David O' Dens, Chairman

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NiCole Williams, Vice-Chair

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Robert Hill, Commission Member

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Shanté Akafia, Civil Service Director