

Civil Service Commission

May 5, 2020 – 1:00 pm

Public Safety Conference Room
Golden Valley Police Department
7700 Golden Valley Road

SPECIAL MEETING MINUTES

Call to Order

The meeting was called to order at 1:02 pm by Chair Schulz.

Roll Call

Commissioners present: Ralph Schulz, Chair
 Gloria Kumagai, Secretary
 Andrew Wold

Commissioners absent: None

Council Member Present: Gillian Rosenquist

Staff present: Jason Sturgis, Chief of Police
 Dave Kuhnly, Commander
 Amanda Johnson, Police Operations Supervisor

Approval of Agenda

Motion by Commissioner Kumagai to approve the meeting agenda as presented. Seconded by Commissioner Wold. Motion carried 3-0.

Approval of Minutes

Motion by Commissioner Wold to approve the February 3, 2020 meeting minutes. Seconded by Commissioner Kumagai. Motion carried 3-0.

Agenda Item

Commissioners discussed the revision the city council made to the bylaws. Commissioner Wold stated the council is unable to revise the commission bylaws and should have considered the statutory authority given to Civil Service Commissions. Commissioner Wold further advised some of the language in the revisions seemed generic and did not appear to consider the meeting schedule of this commission. Commissioner Schulz stated the reference to commissions that meet once a month or twice a month would likely fit the schedule of other city commissions, but does not seem applicable to this commission. Council Member Rosenquist reported frequent attendance issues with members of other city boards and commissions, which prompted the council to update city commission bylaws with attendance requirements.



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Motion by Commissioner Wold to revise the second paragraph of the proposed bylaws, Article II: Membership, Appointments, Terms, Officers, Meetings, and Attendance; Section E. Meeting & Attendance to state:

“Members are expected to attend all meetings, including the annual board and commission joint meeting. If a member is unable to attend a meeting, they should contact the staff liaison, who will inform the chair. If a quorum cannot be attained, the meeting will be canceled. Staff liaisons will track attendance at each meeting. Each April, the City Manager’s office will review attendance records for the preceding calendar year (April-March) and send a standardized letter of warning to any member that has missed more than fifty percent (50%) of the preceding year’s meetings” and to strike the third paragraph that reads:

“Because attendance is so important to the work of the City’s boards and commissions, the City Manager may ask the member to explain the reasons for their absences. If circumstances prevent the member from committing to consistently attending future meetings, the member may be asked to step down. The City Manager will not ask the member to step down if their inability to attend meetings is due to health reasons. If the member’s attendance does not improve within 3 months after receiving a warning, the City Manager or their designee shall ask the member to step down. If the member chooses not to step down, the Council may take action to remove the member.”

Seconded by Commissioner Kumagai. Motion carried 3-0.

Chief Sturgis reported in response to COVID-19 patrol officers have moved to a 5-on/10-off schedule rotation in order to keep officers working with the same team and limit cross-contamination potential between officers, and investigators and some administrative staff members are working remotely.

Commission Communications

Adjourn

Motion by Commissioner Kumagai to adjourn the meeting at 1:22 pm. Seconded by Commissioner Wold. Motion carried 3-0.

Ralph Schulz, Chair

Amanda Johnson, Police Operations Supervisor