

MINUTES
MARION CIVIL SERVICE COMMISSION
SPECIAL MEETING
April 12, 2016

The Marion Civil Service Commission met on Tuesday, April 12, 2016 at 8:03 a.m. in the Executive Conference Room at City Hall. Commission members present were Hagen, Mettler and Rehn. Also present: City Council Member Paul Draper and Building Department Director Ron Hoover.

The commissioners reviewed the results of the Permit Technician testing held on April 2, 2016.

City Manager Lon Pluckhahn arrived at 8:10 a.m.

Motion by Mettler, second by Rehn to certify a list of 15 names for the position of Permit Technician within the Marion Building Department as follows:

Melissa Miller
Michele Oneill
Michael Bolger
Joan Hellmann
Janelle White
Melissa Perry
Kristin Poling
Linda Skvor
Gayle DeMean
Deanna Roelfs
Kerrith Wulf
Megan Postma
Kenneth Kadlec
Laura Harberts
Jerilyn Thompson

All in favor, motion carried.

Ron Hoover left at 8:15 a.m.

The Civil Service Commission led a discussion regarding the police chief recruitment and testing process. City Manager Pluckhahn stated we should have two qualified internal candidates and a substantial number of external candidates apply for the Police Chief position. He was really happy with the approach the City used in the Fire Chief process for round robin interviews. He has been in contact with Mike from the Linn County Emergency Management and Brian Gardner from the Linn County Sheriff's Office. He is hoping each of them will participate and be part of the interview team. Should we bring in a recruitment firm? Pluckhahn feels he had more time to plan and arrange the Fire Chief interviews than

he has available now. Pluckhahn is very happy with the results that came out of the Library Board's decision to use a consultant. The consultant brings expertise to the table. They know people from conferences and events and they know where to advertise. In fact, many of these consultants know people in the field well enough, instead of doing a shotgun approach (where you advertise and just wait and see who applies), they will often recruit people they know and feel will fit in well. These are people who may not otherwise have applied. Pluckhahn deduces we would likely go at least two months without a Police Chief and the savings should allow enough funding to pay for a consultant. The library paid their consultant \$18,000. Commissioner Rehn asked Council Member Draper regarding past practices since there was a lot of turmoil the last time Marion had a vacancy in the Police Chief position. Draper served on the Civil Service Commission during the turmoil and states they made mistakes in hiring. One candidate tested well, however, he was put into a position he couldn't handle and did not get along with the union. Using a consultant such as Moulder & Associates could add some credibility. They do everything the Civil Service Commission would need to do and they would do it with expertise and confidence. Pluckhahn added that another advantage would be that a consultant could do the background checks. It would not be best practice to have the police department do a background check on someone that could end up being their boss. Furthermore, there is no other department that is capable of doing this task.

Draper stated the City hired three chiefs that had good scores and tested very high. Civil Service did the interviewing and they also had other police chiefs do interviews. The Commissioners were given questions and answers and it was hard for the Commissioners. He sees a huge advantage to using a consultant but would hope the Civil Service Commission would oversee and take part in the whole process.

Pluckhahn stated he is hoping to have an interview panel of 12-13 members split into groups of 3-4. Other than Moulder & Associates there are a couple more firms that do Police Chief recruitment. Moulder & Associates is based in Des Moines, IA and there is another one in Tinley Park, IL. Others can be found online but aren't based in the Midwest. The consultant could be chosen using a Request for Qualifications (RFQ) process. With this process, selection is based on qualifications before price.

First the consultant would meet with the City to find out what the City is looking for and build a profile. They would handle the advertising and help the commissioners with the test process. The consultant would likely know if a candidate interviews well but aren't what you are looking for. It is important to know what candidates are like outside of the interview process. The consultant would help to narrow down the applicant pool to five or six that could be invited for the Round Robin interviews.

Draper confirmed that he believed the Civil Service Commissioners should take the help from a consultant. He remembers the turmoil from the past. There were appeals and the City even went to the Supreme Court.

Mettler was glad to see Moulder & Associates process includes meeting with the City. She was impressed by their profile.

Pluckhahn stated he has heard nothing but raving reviews from other cities that have used Moulder & Associates.

Motion by Rehn, second by Mettler to direct staff to solicit proposals and make the selection of a search firm that specializes in Police matters within the Midwest. All in favor motion carried.

Pluckhahn stated he would get with HR Generalist Ketelsen to get things moving along.

With there being no further business, Rehn made a motion to adjourn at 8:56 a.m., seconded by Mettler. All in favor, motion carried.

Lianne Cairy, Clerk of Commission