

MEMBERS PRESENT: Miranda Schuler-Commission Chair
 Terri Philion- Commissioner
 Scott Burlingame-Commissioner

OTHERS PRESENT: Brittany Thurston, Courtney Scott, Monica Porterfield,
 Tom Joyce

1. Ratification of End of 2024 Employment Lists

Miranda Schuler called the meeting to order at 2:00 PM

The following Employment Lists for the remainder of 2024 were presented for ratification:

1. Administrative Clerk August 2024
2. Building & Grounds Worker December 2024
3. Building & Grounds Worker October 2024
4. Building Inspector II October 2024
5. Building Inspector September 2024
6. Bus Driver October 2024
7. Contact Compliance Officer & Coordinator December 2024
8. Heavy Equipment Operator December 2024
9. Heavy Equipment Operator September 2024
10. Light Equipment Operator October 2024
11. Mechanic October 2024
12. Police Officer July 2024
13. Utility Operator August 2024
14. Utility Operator October 2024
15. Water Plant Foreman September 2024
16. Water Plant Instrumentation Tech August 2024
17. Water Plant Operator I August 2024
18. Water Plant Operator I October 2024
19. Water Plant Operator Lead September 2024
20. Welder-Fabricator September 2024

Commissioner Miranda Schuler posed the question to clarify if the Top 10 exam scores are selected for interview, Brittany Thurston indicated that was correct.

Commissioner Terri Philion posed the question about the 5% and 10% on the employment lists, Brittany Thurston indicated that the City allocates Veteran's

Preference Points in accordance with NDCC 37-19.1 Veterans Preference Points, 5% for Standard Veterans Preference and 10% for Disable Veterans Preference Points.

Commissioner Terri Philion motioned to ratify the end of 2024 Employment Lists.
Commissioner Scott Burlingame seconded the motion
Roll Call: Philion Yes, Burlingame, Yes, Schuler, Yes.

2. Brief and Discussion of Herronpalmer Organizational Structure Efficacy Project

Senior HR Generalist Brittany Thurston presented the Herronpalmer Organizational Structure Efficacy Project scope and timeline as outlined in the attachments.

Commissioner Miranda Schuler posed the question if this study was to give directive to Council or is this already in place? Brittany Thurston indicated that HerronPalmer has been contracted as a result of the directive from City Council. The project is being presented to the Commission to advise and facilitate discussions with City Council, to assist in creating a total compensation value strategy. Tom Joyce added, this is to help with organizational structure, and classification of all job descriptions, not only compensation and pay structure, and Herron palmer will help with thoughts and opinions on structure and what skillsets can we have and to make sure the organizational structure is optimally suited to the City of Minot workforce and needs.

Commissioner Miranda Schuler asked about the timeline. Brittany Thurston indicated the project plan outlines completion toward the end of May 2024.

Commissioner Terri Philion posed the question, would this be happening as people retire or would the position be eliminated? Brittany Thurston indicated that is still unknown, as the project kickoff only occurred last week, and data is being gathered and analyzed. Tom Joyce added that this will be easier when the position is vacant via attrition.

Commissioner Miranda Schuler posed the question, if this is finished in May and positions may be lost, how will this affect the budget? Tom Joyce indicated that if a position is vacant, the position is required to be reviewed bottom up. For the 26-27 year they will still be positions but with the review we will know what is the impact and value creating a stronger case for the budget.

Commissioner Terri Philion posed the question, are they going to be involved for the full 3 years? Brittany Thurston indicated if there is a value added need that Herron Palmer can continue to serve, the City of Minot Human Resources team will explore support contract options.

Commissioner Miranda Schuler posed the question, if Council has given a directive toward merit-based pay, is there a value to the study and will this impact morale for the employee? Brittany Thurston indicated that pay data is important, however, the intention of the study is to maximize organizational workforce efficiency, while creating developmental career paths for employees. The pay structure needs to be flexible and competitive in order to be successful, and create value for the community. Commissioner Miranda Schuler also added that she has a fear that phasing out a position means that someone else needs to take on the workload.

No motion needed.

3. Review of Current Civil Service Procedures

Chapter 24 of Code was presented for discussion and review.

Commissioner Miranda Schuler posed the question of when this was last updated. Brittany Thurston responded that she wasn't explicitly certain of the exact date, however, she was confident this was over 20 years old, and the intention of this agenda item is to bring to the forefront the need to have a timeline for ongoing review of the Chapter 24 Personnel Code to ensure that the City of Minot remains legally compliant, and maintains excellence by committing to best practices. Brittany suggested a 3-5 year review cycle would be appropriate, and indicated this is something that will require the input and advice of the HR Department, the City Attorney, executive leadership, as well as the Civil Service Commission in conjunction with City Council.

Commissioner Miranda Schuler added that getting a copy of the handbook would be helpful. They can give input, and is this something that can be done via email? Brittany Thurston responded that due to North Dakota Open Meetings Law, we would not be able to conduct meetings or discussions via email. Brittany suggested a standing quarterly meeting that can cover these topics, as well as maintain and ongoing ratification of employment lists, and any other business the Commission needs to review and/or approve.

Commissioner Miranda Schuler posed the question on how many Chapters? Brittany Thurston indicated approximately 18. Commissioner Miranda Schuler suggested to divide it by quarterlies. Commissioner Scott Burlingame suggested we schedule out, develop and prepare.

Commissioner Terri Phillion posed the question if we could have a virtual option? Brittany Thurston indicated that we can certainly conduct the meetings with a virtual attendance option.

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Commissioner Miranda Schuler posed the question what is the timeline of the new HR Director? Will they have other ideas? Tom Joyce indicated that the timeline could be 12-14 weeks. Commissioner Miranda Schuler also suggested that Tom bring up to Council that this process will be starting. Tom suggested we build a quarterly commission schedule to not get too far without the HR Director. Monica Porterfield added that the 2022 employee policy presented in 2023 was reviewed by the employee policy committee. Tom Joyce added we should look at Code first and make sure we are aligned. Start with Chapter 24 then align it with the Handbook.

Commissioner Scott Burlingame motioned the Review of City Employee Manual & Chapter 24
Commissioner Terri Philion seconded the motion
Roll Call: Philion Yes, Burlingame Yes, Schuler Yes.

Commissioner Scott Burlingame motioned to meet Quarterly
Commissioner Terri Philion seconded the motion
Roll Call: Philion Yes, Burlingame Yes, Schuler Yes.

Commissioner Miranda Schuler adjourned the meeting at 3:03 PM

Respectfully submitted by Courtney Scott, Human Resource Generalist