

MINUTES OF THE CIVIL SERVICE COMMISSION HELD
AT 8:30 A.M., MONDAY, APRIL 20, 2026,
IN THE CITY COUNCIL CHAMBERS.

PRESENT: COMMISSIONERS FAKHOURY, ELHASAN, AHMAD
ABSENT: COMMISSIONER HAMOOD, DWYER.

8730-26 Approval of the minutes for the regular meeting held on February 19, 2026

Motion by Commissioner Fakhoury, supported by Commissioner Ahmad

RESOLVED that the minutes of the regular Civil Service Commission meeting held on February 19, 2026 are approved as submitted.

Carried – Aye votes (3)

8731-26 The Department of Public Works requested Reed Richardson be reclassified to Water & Sewer Technician I.

Motion by Commissioner Elhasan, supported by Commissioner Fakhoury,

WHEREAS it is natural progression.

RESOLVED that Reed Richardson, Public Utility Worker, in the Department of Public Works, is reclassified to Water & Sewer Technician I effective February 22, 2026.

Carried – Aye votes (3)

8732-26 Human Resources Job Evaluation Committee requesting the new position of Deputy Director of Recreation and corresponding job spec be placed in grade 312 on the E&A pay scale.

RESOLVED that the new position of Deputy Director of Recreation and job spec be placed in grade 312 on the E&A pay scale is tabled.

Carried – Aye votes (3)

8733-26 The Department of Community Relations submitted proposed revisions to the Resident Services Representative job specification for the Commission's approval

Motion by Commissioner Elhasan, supported by Commissioner Ahmad,

WHEREAS A time limit for certification was added and it is necessary to update classification specifications periodically because of various changes in methods, procedures, training and experience requirements.

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Resident Services Representative.

Carried – Aye votes (3)

Commissioner Fakhoury opened the floor to public comment and walk on items.

8734-26 The Department of Community Relations requesting an extension of the promotional probation period for Kelsey Medlen, Resident Services Manager, by six (6) months from May 2, 2026.

Motion by Commissioner Elhasan, supported by Commissioner Ahmad,

WHEREAS this adjustment would result in a new probation period end date of Nov 2, 2026

RESOLVED that the request to extend the promotional probation period to Nov 2, 2026 is approved.

Carried – Aye votes (3)

8735-26 The Department of Public Works requesting approval of provisional pay for Jill Keith in relation to the Housing Manager position.

Motion by Commissioner Elhasan, supported by Commissioner Fakhoury,

WHEREAS Ms. Keith is currently employed as a Facility Manager at grade 121, step 4. It is requested that she be placed at grade 123, step 2 for the duration of the assignment,

RESOLVED that the provisional pay be applied retroactively for the period of March 9 through April 17.

Carried – Aye votes (3)

8736-26 The Human Resources Administrator, Danielle Chaney requested approval of the previously tabled item regarding a pay increase that was granted to other department Administrators in January.

RESOLVED that the commission found no language in the CSC rules and guidelines that gives entitlement to the Human Resources Administrator for that pay increase since she is not a mayoral appointee.

Carried – Aye votes (3)

8737-26 There being no further business, the meeting adjourned at 8:51 a.m.

ATTESTED TO:

THE CIVIL SERVICE COMMISSION:

Danielle Chaney
Human Resources Administrator

Wisam Fakhoury
Chairperson