

**Roseville Police Civil Service Commission Meeting Minutes**  
**January 17, 2008**  
**5:00 pm**  
**Balsam Conference Room**  
**Roseville City Hall**

**Members Present:**

Commissioners Richard Houck, Linda Lange, Mary Jean Turinia Anderson

**Others Present:**

Chief Carol Sletner, City Manager Bill Malinen

Dick Houck called the meeting to order at 5:01 pm. Chief Sletner and Bill Malinen informed the Commissioners that the City Council will be meeting with each of the City Commissions for general discussion and exchange of information. It was noted that the Civil Service Commission had met with the Council during 2007 for the same purpose. However, Commissioners expressed interest in meeting again, thus it was agreed that a time will be scheduled and will take place during one of the Council's upcoming regular meetings. Commissioners will be informed.

Houck provided some background on follow-up to the Commission's October 2007 meeting and subsequent discussion with the City Attorney, related to the following questions (see attached letter from Foy to Sletner). Discussion followed as summarized below each question:

- 1) *Can the Civil Service Commission meet via e-mail to vote on an issue?*  
Turinia Anderson asked for clarification whether any discussion without decision can occur outside of a publicly noticed meeting and if so, the extent of that discussion in compliance with the Open Meeting Law. Malinen urged caution and suggested that informal exchange of information can occur on a limited basis, but should be coordinated and distributed to Commission members by city staff. The Chief noted that her staff already perform this function and can continue to do this. All formal Commission discussion and all decisions on issues before it, must take place in a forum where public notice has first been given.
- 2) *What positions come under the Civil Service Commission jurisdiction?*  
All positions within the Police Department, except for Chief and Deputy Chief. Those two positions were specifically excluded by state statute enacted in 1983. Commission members are unaware what facts or discussion led to such exclusion.
- 3) *Are the Chief and Deputy Chief positions outside of Civil Service Commission jurisdiction?*
- 4) *Has the position of Deputy Chief been abolished?*

- 5) *Must the Council take specific action to re-create the Deputy Chief position?*
- 6) *Is the position of Captain under Civil Service Commission jurisdiction?*  
The Deputy Chief position was abolished by Council action in 2003. The Commission's understanding is that the Captain position is a civil service position. Following abolishment of the Deputy position, a Captain position was subsequently filled. The Commission is unclear about what process was used and whether the position was opened as a promotional opportunity. Houck and Lange indicated no immediate recollection of Commission involvement in the process. In order to fill a Deputy position, it would have to be recreated by Council action. Houck expressed his concern about re-creation of the Deputy position, in that it might result in abolishment of the Captain position. In that event, a high level promotional/civil service opportunity would be eliminated. Both Chief Sletner and Malinen affirmed their belief in development and promotion of officers, agreeing that the Captain, Deputy and Chief positions are each high level opportunities for advancement. They also updated Commissioners on the status of the City budget. Although it initially included a request for a Deputy Chief position, that request was removed during the budget reduction process.

Houck reiterated his concern about creating a Deputy position that might result in loss of the Captain position as a civil service promotional opportunity. Other Commissioners acknowledged that concern. Houck suggested sending the information gathered on this issue along with a recommendation to the Council in this regard. After further discussion, it was agreed that the Commission will inform the Council in writing of what it has learned and will convey its concern about loss of a potential promotional opportunity. These will be points of information for the Council in the event of future Council action on these matters.

Houck will draft and Commission members will take action on the written statement to the Council, at the Commission's annual meeting. The meeting is scheduled for February 19, 2008.

Houck thanked all for their attendance. He adjourned the meeting at 5:50 pm.

Respectfully Submitted,  
MJA

MJ Turinia Anderson  
Commissioner, Sec/Recorder

Attachment – Letter from Terrance J. Foy to Chief Carol Sletner, 12-11-07