NOTICE IS HEREBY GIVEN THAT THE CIVIL SERVICE COMMISSION WILL HOLD A SPECIAL MEETING Thursday, March 04, 2021 AT 5:00 P.M. VIA TELECONFERENCE FOR THE FOLLOWING PURPOSE:

This meeting will be conducted pursuant to the provisions of the Governor’s Executive Order which suspends certain requirements of the Ralph M. Brown Act. Social distancing per Executive Order will be used at the meeting. Members of the public may participate in the meeting remotely through an electronic meeting via phone by dialing (669)900-6833 enter ID: 218 591 1530 followed by *9 on your phone to speak. Comments will also be accepted by email at hrinfo@madera.gov and must be received prior to 5:00pm on the stated meeting date.

ROLL CALL

Celeste Voyles, Chairperson
Shawn Griffin, Vice-Chairperson
Eloise Rodriguez, Commissioner

PUBLIC COMMENT:

The first fifteen minutes of the meeting are reserved for members of the public to address the Commission on items which are within the subject matter jurisdiction of the Commission. Speakers shall be limited to three minutes. Speakers will be asked to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Chairperson has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Commission is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time.

1. Approval of Minutes – March 02, 2021
2. Approval of Minutes – November 03, 2020
3. Promulgation of Eligibility Lists-
   a. #21-01 Procurement Services Manager
   b. #21-02 Administrative Analyst
   c. #21-03 Police Officer Trainee
4. Next Regular Civil Service Meeting- April 6, 2021
5. Adjournment

I, Diana Rosas, Human Resources Technician II for the City of Madera, declare under penalty of perjury that I posted the above Civil Service Commission Agenda for the Special Session Meeting of March 4, 2021, near the front entrances of City Hall no later than 5:00 p.m. on March 3, 2021.

03/03/2021

Diana Rosas, Human Resources Technician II Date
MEETING MINUTES

A regular meeting of the Civil Service Commission was scheduled for 5:00 p.m. on November 03, 2020, via teleconference.

ROLL CALL: PRESENT

Commission Chairperson, Celeste Voyles
Commission Vice Chairperson, Shawn Griffin
Commissioner, Eloise Rodriguez
Diana Rosas, Human Resources Technician II
Wendy Silva, Human Resources Director

OTHERS PRESENT:

Commission Chairperson Voyles called the meeting to order at 5:05 p.m.

1. Approval of Minutes – October 06, 2020, Commissioner Rodriguez moved to approve the minutes; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.

2. Promulgation of Eligibility Lists –
   a. Maintenance Tech #20-28
      Vice Chairperson Griffin moved to approve the eligibility list; motion seconded by Commissioner Rodriguez. Motion passed unanimously.
   b. Streets and Storms Drainage Supervisor #20-29
      Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.

3. Next Regular Civil Service Meeting- December 1, 2020

4. ADJOURNMENT - The meeting was adjourned at 5:12 p.m.

Respectfully Submitted,

Diana Rosas
Human Resources Technician II
Date: ________________

Accepted,

Celeste Voyles
Civil Service Commission Chair
Date: ________________
MEETING MINUTES

A regular meeting of the Civil Service Commission was scheduled for 5:00 p.m. on March 02, 2021, via teleconference.

ROLL CALL:

PRESENT
Commission Chairperson, Celeste Voyles
Commission Vice Chairperson, Shawn Griffin

ABSENT
Commissioner, Eloise Rodriguez
Diana Rosas, Human Resources Technician II
Wendy Silva, Human Resources Director

OTHERS PRESENT:

Diana Rosas, Human Resources Technician II
Wendy Silva, Human Resources Director

Commission Chairperson Voyles called the meeting to order at 5:00 p.m.

1. **ADJOURNMENT** - The meeting was adjourned at 5:10 due to lack of quorum.

Respectfully Submitted,  

Diana Rosas  
Human Resources Technician II  
Date: ________________

Accepted,  

Celeste Voyles  
Civil Service Commission Chair  
Date: ________________