

**Meeting Minutes  
Civil Service Commission**

Minutes of the Des Moines Civil Service Commission held in the MacRae Conference Room at the Richard A. Clark Municipal Services Center, 1551 E. Martin Luther King Jr. Parkway, Des Moines, Iowa on Tuesday, June 21, 2022, at 1:30 p.m.

**Commissioners Present:** Linda Carter-Lewis, Chairperson  
Mary E. Campos, Member  
Alec Quijano, Member  
Joseph Quinn, Member  
Marvin Alexander, Member  
Pete Rounds, Member

**Members Absent:** None

**Staff Present:** James Wells, Human Resources Director  
Carol Moser, Deputy City Attorney  
Heather Redenius, Human Resources Manager  
Allison Lambert, Senior Human Resources Business Partner  
Amanda Haugen, Human Resources Business Partner  
Brooke Mallory, Human Resources Business Partner  
Gabrielle Jass, Human Resources Assistant

**Others Present:** Cindy Donahue, Police Captain  
Brian Roupe, Police Officer

Meeting called to order at 1:30 p.m. by Chairperson Linda Carter-Lewis.

**I. Approval of Agenda:**

Motion to approve the agenda as presented (Alexander, Quijano). Motion passed.

**II. Approval of Minutes:**

A. Meeting minutes of June 7, 2022.

Motion to approve the minutes as presented (Rounds, Campos). Motion passed.

**III. Receive and File Notices and Other Communications for Informational Purposes:**

A. Revised 2022-2023 Civil Service Commission Meeting Schedule

Amend the schedule as follows:

- Add Tuesday, September 13, 14, 15 and 22, 2022 for Senior Police Officer and Police Officer Oral Exams

Motion to receive and file the schedule as amended (Quinn, Rounds). Motion passed.

- B. Notices of Termination of Probationary Employment
  - i. Fleet Services Mechanic
  - ii. Police Information Typist

Motion to receive and file the Notice of Termination of Probationary Employment for Fleet Services Mechanic Desi Woods as presented (Rounds, Alexander). Motion passed.

Motion to receive and file the Notice of Termination of Probationary Employment for Police Information Typist Brianna Miller as presented (Quijano, Campos). Motion passed.

**IV. Old Business Action Items**

None

**V. New Business Action Items:**

- A. Police Officer Job Announcement

Motion to approve Police Officer job announcement as presented (Quinn, Alexander). Motion passed.

- B. Senior Police Officer Job Announcement

Motion to approve Senior Police Officer job announcement as presented (Quinn, Alexander). Motion passed.

**VI. Certification of Civil Service Lists:**

Certified Firefighter  
Public Safety Systems Manager  
Sewer Cleaning Equipment Operator

Motion to certify Certified Firefighter, Public Safety Systems Manager, Sewer Cleaning Equipment Operator lists as presented (Campos, Quijano). Motion passed.

Meeting adjourned at 1:49 p.m.

Next meeting is scheduled for Tuesday, July 5, 2022, at 1:30 p.m. in the MacRae Conference Room at the Richard A. Clark Municipal Services Center, 1551 E. Martin Luther King Jr. Parkway, Des Moines, Iowa.

Respectfully Submitted,  
Gabrielle Jass  
Human Resources Assistant