

MINUTES OF A REGULAR ADMINISTRATIVE MEETING OF THE CIVIL SERVICE APPEALS BOARD, HELD IN THE 2ND FLOOR CONFERENCE ROOM, CITY HALL, 100 NORTH U.S. #1, FORT PIERCE, FLORIDA, AT 3:00 P.M. ON WEDNESDAY, SEPTEMBER 17, 2025.

1. **CALL TO ORDER**

Linda Cox, City Clerk, called the meeting to order at 3:00.

2. **ROLL CALL**

Linda Cox, City Clerk, called the roll.

Those Present:

Frank Amandro, Alisa Atkinson, James Lilly, Thora Moore, Paul Vollrath

Those Absent:

April Nixon

Staff Present:

Linda Cox, City Clerk

Tina Rel, Assistant City Clerk

Jared Sorensen, Human Resources Manager

Lynda Aransevia, HR Coordinator

3. **APPROVAL OF MINUTES**

No minutes to approve.

4. **COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject on this Agenda may be heard at this time. Please limit your comments to no more than three (3) minutes, as this section of the Agenda is limited to fifteen minutes. The Civil Service Appeals Board will not be able to take any official action under "Comments from the Public" section.

There were no comments from the public.

5. **NEW BUSINESS**

a. Welcome and Introduction of all Members - Swearing In

Linda Cox, City Clerk, explained the make-up of the Civil Service Appeals Board as created under City Charter. The Oath of Office was distributed and reviewed. After reviewing, Mr. Lilly revealed that he lived outside of city limits and was therefore ineligible to serve on the board and left the meeting. Everyone in attendance introduced themselves.

Frank Amandro volunteered to serve as Chair and Thora Moore volunteered to serve as Vice-Chair. Their appointments to the offices were unanimous.

Mr. Amandro assumed leadership of the meeting.

b. Appointment of New Members by the Board (1 regular and 2 alternates) and Selection of Chair and Vice-Chair

Linda Cox, City Clerk, explained that the members of the Civil Service Appeals Board were required to appoint 1 member and 2 alternates to the Board. If desired the, City Clerk's office could solicit applications and bring applications to the board for consideration. The board members could also recruit on their own. The Board will consider applicants at the next meeting.

c. Sunshine Law Training

Felicia Holloman, Assistant City Attorney, provided Sunshine Law and Public Records training to members of the Board.

d. Adoption of CSAB Rules

Jared Sorensen, Human Resources Manager, explained the history of the Civil Service Appeals Board rules which were previously adopted by the Board and the City Commission on June 18, 2018. He asked the Board to review the rules and bring back any proposed changes. The board discussed living with them for awhile and potentially changing them if they find they don't fit how the board actually will operate.

e. Establish future meeting dates and times

The Board agreed that the 3rd Wednesday of each month at 3:00 works for everyone for future meetings.

6. **STAFF COMMENTS**

Jared Sorensen, Human Resources Manager, shared that he has been working on the Personnel Handbook and will be bringing forth a revised handbook for review and approval in the future, hopefully presented at the next meeting. He will be ordering nameplates for everyone for use during hearings which will be held in Commission Chambers. He shared that we don't have many grievance hearings before the Civil Service Board, because many employees that are part of the union choose the union grievance route. Mr. Sorensen and Ms. Aransevia both shared a bit about their background and experience.

7. **BOARD COMMENTS**

No Board comments.

8. **ADJOURNMENT**

Meeting adjourned at 3:57 p.m.

ATTEST:

Board Secretary

Board Chair