

CIVIL SERVICE APPEALS BOARD ADMINISTRATIVE MEETING AGENDA

Civil Service Appeals Board - Wednesday, December 17, 2025 - 3:00 p.m.

City Hall - 2nd Floor Conference Room, 100 North U.S. #1, Fort Pierce, Florida

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

- A. Approval of Minutes of the November 19, 2025 meeting.

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.

5. **NEW BUSINESS**

- A. Swearing-in of newly appointed Commission appointed member - Steven DiPalma
- B. Reaffirmation of Paul Vollrath as Civil Service Appeals Board 5th member.
- C. Review and discussion regarding request for a formal appeal hearing from Michelle McClendon before the Civil Service Appeals Board; setting hearing date as appropriate.

6. **STAFF COMMENTS**

7. **BOARD COMMENTS**

8. **ADJOURNMENT**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3065 at least 48 hours prior to the meeting.

Civil Service Appeals Board Admin Mtg - 3:00

3. A.

Meeting Date: December 17, 2025

SUBJECT:

Approval of Minutes of the November 19, 2025 meeting.

Attachments

Minutes

MINUTES OF A REGULAR MEETING OF THE CIVIL SERVICE APPEALS BOARD OF THE CITY OF FORT PIERCE, FLORIDA, HELD IN THE 2ND FLOOR CONFERENCE ROOM, CITY HALL, 100 NORTH U.S. #1, FORT PIERCE, FLORIDA, AT 3:00 P.M. ON WEDNESDAY, NOVEMBER 19, 2025.

1. **CALL TO ORDER**

Chairman Frank Amandro called the meeting to order at 3:00 p.m.

2. **ROLL CALL**

Present: Vice-Chair Thora Moore; Paul Vollrath; Chairman Frank Amandro

Absent: Alisa Atkinson

Staff Present: Jared Sorensen, Human Resources Manager
Lynda Aransevia, Human Resources Coordinator
Linda Cox, City Clerk
Tina Rel, Assistant City Clerk

Ms. Alisa Atkinson arrived at 3:03 p.m.

3. **APPROVAL OF MINUTES**

A. Approval of minutes from the September 17, 2025 meeting.

Motion was made by Vice-Chair Thora Moore, seconded by Paul Vollrath to approve minutes.

AYE: Alisa Atkinson, Paul Vollrath, Chairman Frank Amandro, Vice-Chair Thora Moore
Passed

4. **COMMENTS FROM THE PUBLIC**

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No comments from the public.

5. **NEW BUSINESS**

A. Selection of 5th Board Member

Chairman Amandro reported there were no additional applications received and suggested that Mr. Vollrath be considered for the position of the Civil Service Board member.

Motion was made by Vice-Chair Thora Moore, seconded by Alisa Atkinson to appoint Mr. Vollrath as Board member.

AYE: Alisa Atkinson, Paul Vollrath, Chairman Frank Amandro, Vice-Chair Thora Moore
Passed

B. Scheduling of Employee Appeal Hearing

Jared Sorensen, Human Resources Manager, informed the Board that the City has received a timely request for an appeal from an employee from the City Attorney's office and is hereby officially notifying the Civil Service Appeals Board of such appeal in accordance with City Charter.

Ron Cason, Attorney for the Civil Service Appeals Board, introduced himself and provided some background on the history of Civil Service Appeals Board hearings and the process and procedures which will be in place for the hearings. He shared that the appellant will provide 7 copies of the materials, exhibits and a list of witnesses which will be shared with the board the day prior to the hearing and that the Board serves as the judges for the appeal.

After discussion, the Board agreed that the requested hearing shall be scheduled for December 17 at 3:00 p.m. and proper notice shall be provided to the appealing employee by Mr. Sorsensen. In the event that date is unacceptable to the employee, alternate dates of January 7 or 14 at 5:00 were offered.

6. **STAFF COMMENTS**

Jared Sorensen, Human Resources Manager, indicated that the employee handbook is well underway and will be brought to the board as soon as it is reviewed by the City Manager.

7. **BOARD COMMENTS**

No Board comments.

8. **ADJOURNMENT**

Chairman Amandro adjourned the meeting at 3:34 p.m.

Civil Service Appeals Board Admin Mtg - 3:00

5. A.

Meeting Date: December 17, 2025

SUBJECT:

Swearing-in of newly appointed Commission appointed member - Steven DiPalma

Attachments

No file(s) attached.

Civil Service Appeals Board Admin Mtg - 3:00

5. B.

Meeting Date: December 17, 2025

SUBJECT:

Reaffirmation of Paul Vollrath as Civil Service Appeals Board 5th member.

Attachments

No file(s) attached.

Civil Service Appeals Board Admin Mtg - 3:00

5. C.

Meeting Date: December 17, 2025

SUBJECT:

Review and discussion regarding request for a formal appeal hearing from Michelle McClendon before the Civil Service Appeals Board; setting hearing date as appropriate.

Attachments

Summary Report



THE SUNRISE CITY

FORT PIERCE
HUMAN RESOURCES
DEPARTMENT

Florida

DATE: 12/12/2025

TO: Civil Service Appeals Board Members

FROM: Jared S. Sorensen, HR Manager

SUBJECT: Summary Report for Michelle McClendon Termination Appeal

Ms. McClendon was hired by the City on April 16, 2018, as a Legal Assistant and her position was designated as Classified Service. On October 30, 2025, Ms. McClendon was terminated due to her performance and absenteeism. At the time of her termination, Ms. McClendon was informed that she must file a written appeal within 7 calendar days in accordance with the Personnel Rules and Regulations. On November 5, 2025, Ms. McClendon submitted her written request to appeal her termination to the Civil Service Appeals Board (CSAB).

Due to Ms. McClendon's position status as Classified Service, it is my opinion that the CSAB has jurisdiction and authority to hear this matter. Furthermore, I confirm that Ms. McClendon filed her appeal within the designated timeframe and is in conformance with the Rules and Regulations governing the CSAB.

It is my recommendation that the Board set the matter for hearing and instruct me to provide written notice to all parties involved.