



**CIVIL SERVICE BOARD
AGENDA
April 29, 2026
4:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES FROM PREVIOUS MEETING**
 - A. JANUARY 28, 2026 CIVIL SERVICE BOARD MEETING MINUTES
- 4. NEW BUSINESS**
- 5. OLD BUSINESS**
 - A. UPDATE FROM CITY ATTORNEY REGARDING CIVIL SERVICE BOARD MATTERS
 - B. UPDATE FROM DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT REGARDING CIVIL SERVICE BOARD MATTERS
- 6. OTHER BUSINESS**
- 7. ANNOUNCEMENTS**
- 8. PETITIONS FROM THE PUBLIC**
- 9. FUTURE AGENDA ITEMS**
- 10. ADJOURNMENT**

If a person decides to appeal any decision made by the Board, Agency, or Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (FS 286.0105)

Any person requiring auxiliary aids and services at this meeting may contact the City Clerk's Office at (954) 535-2705 at least 24 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by using the following numbers: 1-800-955-8770 or 1-800-955-8771.

CITY OF LAUDERDALE LAKES

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Fiscal Impact:

Contract Requirement:

Title
JANUARY 28, 2026 CIVIL SERVICE BOARD MEETING MINUTES
Summary
Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 4/29/2026

ATTACHMENTS:

Description	Type
<input type="checkbox"/> January 28, 2026 Civil Service Board Meeting Minutes	Minutes



**CIVIL SERVICE BOARD
MINUTES
January 28, 2026
3:00 PM**

1. CALL TO ORDER

Chairperson Nethel Stephens called the January 28, 2026 Civil Service Board meeting to order at 3:05 p.m.

2. ROLL CALL

PRESENT

Chairperson Nethel Stephens
Vice Chair Erica Holmes
Board Member Thelma Lewis
Board Member Michaela Scott-Williams
Board Member Heidi Brocks

ABSENT

Secretary Floyd Amos

ALSO PRESENT

Advisory Board Liaison Pav Benasrie-Watson, City Clerk's Office

3. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A. DECEMBER 10, 2025 CIVIL SERVICE BOARD MEETING MINUTES

B. OCTOBER 29, 2025 CIVIL SERVICE BOARD MEETING MINUTES

Vice Chair Holmes made a motion to approve the October 29, 2025 and December 10, 2025 Civil Service Board meeting minutes. The minutes were seconded by Board member Scott-Williams. The minutes were approved unanimously.

4. NEW BUSINESS

A. CIVIL SERVICE BOARD QUARTERLY MEETING DATES FOR 2026

The Civil Service Board meets quarterly on an annual basis (during the last Wednesday of January, April, July and October at 4 p.m.) The meeting dates for 2026 are:

January 28th
April 29th
July 29th

October 28th

Chairperson Stephens reviewed the quarterly board meetings for 2026. The dates the board will meet are January 28th, April 29th, July 29th and October 28th.

5. OLD BUSINESS

A. UPDATE FROM CITY ATTORNEY REGARDING CIVIL SERVICE BOARD MATTERS

Chairperson Stephens introduced the recommendations that City Attorney Sidney Calloway made to the proposed amendments to the Lauderdale Lakes Code of Ordinances pertaining to the Civil Service Board and City Personnel Rules, Regulations and Procedures. These include the purpose of the Civil Service Board, definition of a grievance, establishing a general (non-disciplinary) employee grievance procedure, grievance process timeline, process for hearings before the Civil Service Board and classifications.

B. UPDATE FROM DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT REGARDING CIVIL SERVICE BOARD MATTERS

The board was formally introduced to their newest board member, Ms. Michaela Scott-Williams.

Chairperson Stephens reviewed the updates relative to the Human Resources department from Tara Williams, Director of Human Resources and Risk Management. The policies being reviewed are ethics, sexual harassment, time and attendance, cell phone, discipline policy, Federal Medical Leave Act (FMLA), drug free, possession of firearms and weapons and workplace violence.

Ms. Williams stated that information and resources that are beneficial to employees will be available via the City's intranet.

Board Member Lewis asked if there have been any recent employment engagements.

Ms. Williams stated that the City re-introduced the "First Fridays" event where employees will be treated to lunch and fun and games.

Board Member Scott-Williams asked if there were any employee events planned.

Ms. Williams stated that all employees will be attending a Customer Service training in February, followed by a Health and Benefits Fair.

Chairperson Stephens asked if any communication has been sent to Public Works and Development Services regarding the issues discussed at a previous meeting.

Ms. Williams stated that she attended their department meetings and addressed the concerns the employees had.

Vice Chair Holmes inquired as to the City's probation period.

Ms. Williams stated that it is six months.

Chairperson Stephens asked if an employee has to go back through probation if they receive a new job title.

Ms. Williams stated if an employee is re-classified then a new probationary is administered.

Chairperson Stephens asked how evaluations are handled when the supervisor giving the evaluation is new.

Ms. Williams stated that a blanket memo can be added to file and the City Manager can make a recommendation. The new supervisor can send a memo as well about the employee. This will not be considered an evaluation.

Discussion ensued amongst the board regarding the culture of the organization and transforming it into a more positive environment.

Board member Brocks inquired as to the City's policy on internal promotions.

Ms. Williams stated that per the code, if an employee works out of class for over 10 days, the employee is given an out of class increase. This gives the director an opportunity to see if the employee can perform the duties of that position. When the position is posted, the employee can apply for it.

6. OTHER BUSINESS

Board liaison Benasrie-Watson stated that the Board is due to give the City Commission their biannual update on February 9, 2026 6 p.m.

7. ANNOUNCEMENTS

8. PETITIONS FROM THE PUBLIC

9. FUTURE AGENDA ITEMS

The next Civil Service Board meeting will take place on July, 29 2026 at 4 p.m.

10. ADJOURNMENT

The Civil Service Board Meeting adjourned at 3:57

p.m.

FLOYD AMOS, SECRETARY

ATTEST:

PAV BENASRIE-WATSON,
ADVISORY BOARD LIAISON

CITY OF LAUDERDALE LAKES

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