THE CITY OF ASHEVILLE
NORTH CAROLINA

CIVIL SERVICE BOARD
Thursday, August 7, 2025 2:30 PM
In Person Meeting (City Hall 1st Floor)

These action minutes are intended to provide the reader with an overview of the committee meeting and actions made during the meeting.

BOARD MEMBERS PRESENT: Alan Escovitz, Carter Webb, Rick Devereaux, Mike Hahn

QUORUM: Yes

PRESENT STAFF:
Emily Provance, Human Resources Director
Terri Rodriguez, HR Business Specialist
Chief Mike Lamb, APD
Deputy Chief Jackie Stepp, APD
Deputy Chief Sean Aardema, APD
Jannice Ashley, Deputy City Attorney
Cydney Joyner, Assistant City Attorney
Julie Hooten, Contracted City Counsel
Joshua Meindl, APD
Brad Beddow, APD

AGENDA

Meeting Start: Called to order at 2:30 pm
Meeting End: Motion to adjourn at 3:06 pm

AGENDA ITEM	ACTION
Approval of Agenda	August 7, 2025 agenda approved
Approval of Minutes	July 3, 2025 minutes approved
Update/Reports	None
Unfinished Business	None

New Business

1. Appointment of Rick Devereaux to City of Asheville Civil Service Board for 2 year term — ***Approved unanimously***

2. APD Executive Staff proposed changes to
The promotional policy as follows: ***Approved unanimously***

- 2102.2 B. A new PCAC will be selected annually in the Spring, rather than July.
- 2102.6 A. The probationary period will reflect COA policy, which is 12 months.
- 2102.4 A. Candidate Selection - Following the completion of the promotional process, candidates will be placed into one of the following categories using a natural break formula determined by Human Resources: Highly Recommended, Recommended, and Not Recommended. This is a change from assessors determining the placement of candidates in those categories.

3. PCAC proposed changes to the promotional
Process as follows: ***Approved unanimously***

The following disciplinary-related restrictions will apply to all promotional processes:

- Ineligibility for any promotional process for one year will result from a sustained allegation that occurred within the past 12 months, before the official announcement of the promotional process, involving:
    - Misconduct
    - Unsatisfactory Performance
    - Truthfulness
    - Harassment
    - Insubordination
    - Conformance to Laws
    - Performance Improvement Plan

- Any suspension, regardless of type or duration, that occurred within the past 12 months, prior to the official announcement of the promotional process, will render the candidate ineligible to participate in any promotional process for one year.
- Sworn employees who have allegations of any of the above violations pending against them, but who have not had those allegations resolved or adjudicated as required by departmental regulations, may participate in any promotional process, assuming they are otherwise eligible.
- When an opportunity for promotion arises for an employee on an active eligibility list, and that employee is the subject of an unresolved allegation from the list above, the Chief of Police retains the discretionary right to promote or bypass that employee. If such allegation(s) result in a finding other than sustained, that employee shall remain on the remaining eligibility list.

Sergeant Eligibility Criteria

- Proposed change: Increase to 8 years of sworn law enforcement experience with at least two consecutive years with the APD immediately preceding the promotional announcement. The current requirement is 5 years at the APD.
    - Rationale: Highlights maturity, readiness, and leadership development.

Lieutenant Eligibility Criteria

- Remove the requirement to hold a college degree.
- Proposed Change: Require 5 years at the rank of Sergeant at the APD. The current requirement with no college degree is 5 years at the rank of Sergeant at the APD.
    - Rationale: The lieutenant rank requires a broader operational perspective and a demonstrated ability to lead both personnel and complex incidents. By increasing the experience requirement to 5 years, the department ensures that candidates have gained sufficient field experience, supervisory insight, and organizational awareness, critical elements for this level of leadership.

Captain Eligibility Criteria

- Remove the requirement to hold a college degree.
- Proposed Change: Require 5 years at the rank of Lieutenant at the APD. The current requirement with no college degree is 6 years at the rank of Lieutenant at the APD.
    - Eligibility will focus on overall qualifications, leadership capabilities, and performance history across supervisory roles.
    - Rationale: The role of Captain involves high-level leadership responsibilities, including oversight of an entire division, strategic planning, and executive decision-making. Requiring 5 years at the rank of Lieutenant ensures that candidates have sufficient experience in a mid-level leadership role where they have demonstrated the ability to manage personnel, operations, and administrative functions.

Educational Attainment – Transition to Human Resources Banding Candidates to the Appropriate Categories

While formal education will no longer be a minimum eligibility requirement for promotion, it will continue to be recognized and valued through a point-based system incorporated into the candidate's overall raw score before being placed into the banded categories. This approach ensures that educational achievement remains a meaningful component of the process without serving as a barrier to participation.

Point Allocation:

a. Associate's Degree – 1 point
b. Bachelor's Degree – 3 points (PCAC recommended two, but the Chief's recommendation will be three)

c. Master's Degree – 5 points (PCAC recommended three, but the Chief's recommendation will be five)
d. Rationale: This change supports a more inclusive process while still acknowledging the commitment, discipline, and skills associated with higher education. It allows candidates to be rewarded for educational attainment without excluding otherwise qualified and high-performing personnel who may have gained their leadership competencies through experience.

Public Comment	None
Informal Discussion/Future Agenda Items	None