



# City of Coconut Creek

4800 West Copans Road  
Coconut Creek, FL 33063

## Meeting Agenda - Final

### Civil Service Board

**NIK ANDERSON**  
**CINDY BRIEF**  
**DOREEN CHAMBERLAIN**  
**VALENCIA MASSEY**  
**NIKKI-ANN THOMSON-PARKINSON**  
**NAFISA (ALIEA) SEERAM, ALTERNATE**  
**STEVEN VALENTINE, ALTERNATE**

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**Tuesday, December 7, 2021**

**2:00 PM**

**Coconut Creek Government Center -  
Commission Chambers**

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The City of Coconut Creek Civil Service Board will be conducting an "In Person" meeting on Tuesday, December 7, 2021, beginning at 2:00 p.m. at the Coconut Creek Government Center, in the Commission Chambers, located at 4800 W. Copans Road, Coconut Creek, Florida 33063. The City is following the recommendations of the CDC regarding facial coverings and social distancing.

The public may appear in person and speak at the meeting or public comments may be provided in advance of the meeting up until 6:00 p.m. on Monday, December 6, 2021, by voicemail or email. Public comments received prior to 6:00 p.m. on Monday, December 6, 2021, will be played or read to the Board during the meeting as part of the specific agenda item, as applicable. To provide advanced public comment:

- Email up to a 400 word message to [CSB@coconutcreek.net](mailto:CSB@coconutcreek.net);
- Call the City's dedicated Comments Voicemail at (954) 973-6704 and leave up to a three (3) minute message; or
- Mail written or other physical evidence to the City Clerk at the address provided below.

Any submissions received after the deadline for providing advanced public comments may not be played or read aloud during the meeting.

Prior to the meeting date, if any member of the public requires additional information on how this meeting will be conducted, how and where to submit questions, or how to participate in the meeting (and obtain assistance if needed), please contact:

City of Coconut Creek  
City Clerk Department  
4800 W. Copans Road  
Coconut Creek, FL 33063  
954-973-6774  
[cityclerk@coconutcreek.net](mailto:cityclerk@coconutcreek.net)

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INTRODUCTION OF BOARD MEMBERS AND STAFF**
- 4. OATH OF OFFICE**
- 5. REVIEW OF TASKS AND DUTIES OF CIVIL SERVICE BOARD**

Attachments:      [BACKUP-Civil Service Board Guidelines and Resources](#)

- 6. ESTABLISHMENT OF MEETING SCHEDULE**
- 7. ELECTION OF CHAIR AND VICE CHAIR**
- 8. ADJOURNMENT**

**NOTE:** If any person, firm, or corporation decides to appeal any decision made by the above Civil Service Board with respect to any matter considered at such meeting or hearing, they will need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence, if any, upon which the appeal is to be based. (F.S. 286.0105)

In accordance with the Americans with Disabilities Act, any person with a disability who requires assistance to participate in said meeting may contact the City Clerk Department at 954-973-6774 at least two (2) days prior to said meeting.

Pursuant to Section 286.011, Fla. Stat., notice is hereby given that two (2) or more members of the Coconut Creek City Commission may be in attendance.