

## CIVIL SERVICE COMMISSION

### Meeting Minutes of April 21, 2017

Meeting called to order at 3:03 pm.

Present: Mayor Weger, Thomas Majeski, Thomas Kicher, Gloria Majeski, Janet Majka, Carolyn Patton

#### OLD BUSINESS

Police and Fire Departments' testing dates set for June 3, 2017. Civil Service will review all applications on May 23, 2017. Components of the hiring procedure were discussed to be sure all is understood. Thomas Kicher will visit the venue site INNOVATIONS CENTER to "scout out" the facility, as to how it will be utilized for the testing.

Mayor Weger reported that the Fire Chief announcement went out on April 21, 2017 and that the applications are available at City Hall and "on line". Tom Kicher will be working with Mayor Weger in the interview portion of the hiring process.

The CSC members were introduced to Ms. Dawn Snyder, the newly hired Assistant Finance Director and Human Resource contact for the City. She had questions regarding the acceptance of applications and using varied websites in verify application credentials: ie.} NIMS. Tom Majeski explained these to her. It was so nice for the Commission to meet her.

Minutes from the meeting of March 24, 2017 were read and approved.

Regarding the Check List, Tom Kicher suggested that a control number be assigned to the document and dated. This idea will be incorporated into the Check List and will be evidence as to when the points were completed.

Public Portion of the meeting was called for before the Committee began a discussion of Section 4 of the CSC Handbook.

Tom Majeski explained the various parts of Section 4 and indicated that the revisions were taken from the State of Ohio Civil Service regulations. Refer to the revised points in Section Four of the Civil Service Manual of Rules.

Members agreed that this would be the first reading and revision of Section Four and at the next meeting, set for May 23, 2017, more suggestions and revisions will be forthcoming. Following that portion of the meeting, the Commission members will go into "Executive Session" for the purpose of reviewing the candidate applications

Meeting adjourned at 4:36 pm.

Respectfully submitted,  
*Carolyn V. Patton*  
Carolyn Villar Patton, April 21, 2017

*Thomas J. Majeski* 5/27/17 *Thomas P. Kicher*

Thomas Majeski

Date

Thomas Kicher

Date

5-23-17

Attachments:

Copy of House Bill 56

Letter from Chief Collins requesting that the current Candidate List be abolished

Revised Job Application Checklist

Revised Civil Service Commission Minutes of March 24, 2017

Summary of the corrections in the March 24, 2017 minutes

Civil Service, Section Four of Manual, with Revisions