

**CIVIL SERVICE COMMISSION  
Meeting Minutes of May 23, 2017**

**Meeting called to order at 1:12 p.m.**

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

**OLD BUSINESS:**

**The minutes of April 21, 2017 were read and approved.**

**Thomas Kicher made a motion to place an addition to the Preamble of the CSC rules, Section 4 (see copy of the addition) attached which deals with the established procedures in hiring and confirming the credentials of all prospective employees. This addendum would serve as the closing statement to the Preamble.**

**A motion to accept this addendum was made, seconded and approved by the CSC. Thus, this addendum will be added to the Preamble in Section 4 of the WHCSC Rules.**

**NEW BUSINESS**

**Test date, time and venue was set for Saturday, June 3, 2017 at the WE Innovation Educational Center on Chardon Rd. Tom Kicher visited this facility with Gloria Majeski, and he confirmed its appropriateness for the testing venue.**

**PUBLIC PORTION**

**Janet Majka asked how the interview process was going. Both Tom Majeski and Tom Kicher answered positively. Tom Majeski explained that the responsibilities for the interview component was as followed: Tom Majeski was on the panel for City Workers, Tom Kicher was on the panel for Fire Department and Carolyn Patton was on the panel for the Police Department.**

**The next meeting was set for Tuesday, July 11, 2017 at 1:00 p.m.**

The Commission adjourned to Executive Session for the purpose of reviewing job applications with the checklist.

The meeting adjourned at 4:24 p.m.

Respectively submitted,

*Carolyn V. Patton*

Carolyn V. Patton, May 23, 2017

<i>Thomas J. Majeski</i>	<i>7/11/17</i>	<i>Thomas P. Kicher</i>	<i>7/11/17</i>
Tom Majeski,	Date	Tom Kicher	Date