

**CIVIL SERVICE MEETING MINUTES**  
**June 5, 2020**

**Meeting opened at 1:05 pm**

**PRESENT: Chairman Tom Majeski, Vice Chairman Tom Kicher,  
Mayor Andy Gardner, Resident Jenna Bing**

**NEW BUSINESS: Discussed was the need to plan for testing under the  
COVID 19 REGULATIONS. The State Guidelines will have to  
be read and implemented to insure compliance in the Fall Testing  
of the Police Examination.**

**Tom Majeski checked with Lakeland Community College to  
learn the entry requirements for LCC. These are: attendance  
at an accredited high school, presenting a High School  
Diploma or presenting a valid GED completion certificate.**

**Proof of the validation of varied colleges and Trade Schools  
is problematic.**

**Tom Kicher presented two issues in vetting the validation of  
colleges: validating accredited curriculum and the validation  
of the diploma criteria.**

**NOTED: The accreditation gold standard is the AMERICAN  
COLLEGE AND ACCREDITATION BOARD.**

**There is a need to find a resource for vetting Trade Schools.**

**PUBLIC PORTION: Jenna Bing requested to observe the discussion  
of the Police Chief Job Discussion. This was granted by the  
Commission, since the discussion would be general, in nature. Thus, the  
Commission did not enter into Executive Session.**

**RE: Police Chief Job Description.....Tom Majeski discussed the  
list of responsibilities for this position and the items  
deleted because not applicable. The revised copy of this job  
description will be forthcoming.**

**Note of Importance: The presented job description has the minimum requirements listed; however, credentials above the minimum requirements, would be preferred.**

**Mayor Gardner was compliant with this description and criteria listed.**

**Next meeting will be Friday, June 12, 2020**

**A motion to adjourn and seconded at 2:23 pm.**

**Respectively submitted,**  
*Carolyn Villar Patton*  
**Carolyn Villar Patton, Secretary**

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**Tom Majeski,                      Date**

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**Tom Kicher                      Date**