

^ CIVIL SERVICE COMMISSION MEETING MINUTES

June 12, 2020

**PRESENT: Tom Majeski, Tom Kicher, Mayor Gardner,
Police Chief Collins, Carolyn Patton**

NEW BUSINESS: The minutes of June 5, 2020 were accepted.

Tom Majeski explained that to be in accordance with the COVID 19 State Guidelines, there may be a need for two testing sessions or more rooms at the facility may be needed for the Police Exam.

Mayor Gardner asked that an extension of the Fire Fighters' hiring list be extended, as per request of the Fire Dept. Chief.

Regarding the Police Chief Job description, Chief Collins explained the corrections needed and submitted the revised copy to the Mayor and to the CS Commission. Tom Majeski offered a motion to accept the revised Job Description the motion was seconded and the Job Description was approved.

Mayor Gardner discussed the selection procedure used in hiring both internally within the Police Department or expanding the selection outside the Police Department. He said that the hiring will be kept internal; thus, the need for testing is a mute point. The discussion continued with more information from the Mayor. It was noted that City Council approves the salary range.

Tom Majeski explained that the test given serves as a "sieve" in selecting the best candidate. The test is the key in moving forward through the process of selection.

Chief Collins indicated that he prefers an assessment center evaluation to be used in the process. Assessment types were discussed, if the search extended beyond "in-house" candidates.

Also, the Chief discussed the need for Officers to attend Command School in order to prepare for future opportunities within the Department. He stressed that competition was good.

The next meeting is TBA.

A motion to adjourn was first and seconded at 2:13 pm.

Respectfully submitted,

Carolyn Villar Patton

Carolyn Villar Patton

_Tom Majeski

Date

Tom Kicher

Date____