

Approved 6.17.14
Carolyn D. Patton

CIVIL SERVICE MEETING MINUTES

MAY 6, 2014

Present: Mr. Tom Majeski Mr. Tom Kicher Mrs. Carolyn Patton

The meeting began at 2:00 p.m.

OLD BUSINESS

- Minutes of March 21, 2014 were approved.
- Review of the Civil Service Manual
 -Tom Kicher discussed the Appendices, its components and explained his procedure in its clarification
 -The committee studied the draft and edited where needed.
 -Tom Kicher will annotate the computer record and forward this to each member.
 -A checklist is needed for each applicant to verify procedures and qualifications.
 -The interview procedure needs to include the Department Head and a Field Supervisor.
 -Other components include: Birth certificates, High School diploma, Ohio Drivers License, all certifications, health exam and back ground checks (BCI check)
 -There is a need to discuss the criteria for Promotional hires and Tom Kicher will work on these for our next meeting.
 -Tom Majeski will contact the union stewards to clarify information in this regard.

NEW BUSINESS

- The Civil Service Commission members will be attending a workshop in Dublin, Ohio for CSC members on June 13, 2014. The topic will be Home Rule v. Statutory Government System.
- Discussion was held on the logistics of attending this workshop:time and transportation.
- At our next meeting, the Commission will discuss the City Charter and the CSC rules and debrief the Dublin workshop.

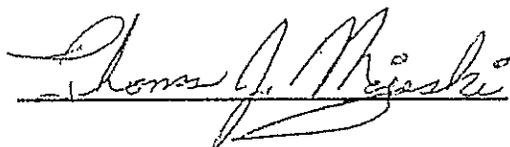
NEXT MEETING.....Tuesday, June 17, 2014 at 3:00 p.m.

The meeting adjourned at 3:37 pm.

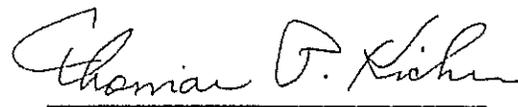
Respectfully submitted by



Carolyn Villar Patton



Mr. Tom Majeski



Mr. Tom Kicher