

CIVIL SERVICE COMMISSION MEETING MINUTES

June 13, 2014

The meeting began at 3:00 p.m. at City Hall.

OLD BUSINESS

- **Minutes of May 6, 2014 were approved.**
- **Field notes explained...these are a resource for the CSC members.**
- **Tom Kicher explained the revisions made to the Civil Service code Sections 1.1 A through G.**
Section 14... the pre employment form for the city of Willoughby Hills is Appendix #1.
Appendix #2 lists the Civil Service procedure in preparing the eligibility list and is adopted this date as Appendix #2. A motion was placed on the floor and all agreed. The appendix information will be reviewed and revised.
Tom Kicher will redo Appendix #2 and draft changes to #10 to #20.
The committee also went over suggested revisions to the Civil Service code.
- **General Minutes: Postings of the approved minutes will be at City Hall and submitted to the Mayor's office for posting as public information, including the bulletin board on the local website.**
- **The issue of "nepotism" needs to be clarified and included in the CSC rules. Tom Kicher will reword and add the issue of nepotism.**
- **Executive sessions for the CSC may be called for issues of a personal nature.**

NEW BUSINESS

- **Announcement for the October Police Department test will be made the first two weeks of August or September.**
- **For the next meeting Tom Kicher will explain his revisions of the Appendices.**

- The committee will review the forms of application for the test and cost of the tests. Also, placing a cap on the testing number will be discussed.

The motion to ADJOURN was made and seconded at 4:30 p.m.

Respectfully submitted by

Carolyn Villar Patton

Carolyn Villar Patton

Thomas J. Majeski

Tom Majeski

Thomas P. Kicher

Tom Kicher

Minutes approved and officially submitted on July 10, 2014 (TM)