

CIVIL SERVICE COMMISSION

Meeting Minutes of September 28, 2016

Meeting called to order at 1:00 p.m.

**Present: Thomas Majeski, Chairman Thomas Kicher, Vice Chairman
Carolyn Villar Patton, Secretary
Mayor Robert Weger, Gloria Majeski, Mayor's Executive
Secretary, Debbie Doles, , Chris Hallum City Council,
and Janet Majka, City Council**

OLD BUSINESS: Tom Kicher updated his guidelines report and asked for an extension to complete same.

NEW BUSINESS: Committee discussed the procedure for vetting new potential hires. A psychological evaluation should be included in the police vetting and SWAT candidate process. There is a question as for the need for these tests (\$600) each in the psychological interview. The use of a blank application form used by the previous Fire Chief, will be considered.

Tom Kicher suggested that when an application is received for vetting, that the Mayor and Council be informed. A document needs to be generated stating when the application was received and when said application was completed.

Chris Hallum asked if such requests were in the City Charter (5.52). It is stated that the Commission shall review, vet etc, applicants including any credentials needed for the position. It is the Civil Service Commission's responsibility to check all credentials prior to an offer being made to the applicant.

Tom Majeski explained the CSC's procedures and that the difference between classified and non-classified depends upon the job description. CSC needs to confirm that the proper vetting has been done by the Department involved. Vetting procedures will be attached to the CSC appendices portion of the manual.

Gloria Majeski stated that the application procedure used by Debbie Semik, Police Chief Assistant is "stellar". For example: requesting a certified, notarized copy of a document obtained from an applicant, is the responsibility of the applicant, not the city.

Tom Kicher posed the question regarding a psychological test with a component dealing with the stress of carrying a fire arm and would this be necessary to be included in a fire situation.

Chris Hallum requested that an application be certified before the application will be considered. He also requested a list showing what stage the vetting procedure is at currently.

Gloria Majeski also suggested that physical and agility aspects of the applicant be considered.

Secretary, Carolyn Patton suggested that the difference between "certified" and "notarized" be explained on the application to avoid confusion by the applicant.

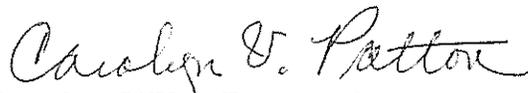
Vetting for both full time and part time applicants need to be part of the process.

Carolyn Patton will contact Debbie Doles to be sure all job position duties are updated and current. It will be suggested that this be done every year in February. She will work with Debbie to generate a form to accomplish this goal, if needed.

NEXT MEETING: Tuesday October 11, 2016

Meeting adjourned at 2:08 p.m.

Respectfully submitted,



Carolyn Villar Patton Date: 10.11.16

Thomas Majeski Date

Thomas Kicher Date