

OLON CIVIL SERVICE COMMISSION
August 14, 2018 – 4:00 p.m.

ROLL CALL

Present: Commission Members Caplan, Huml, Kennedy
Absent: None

APPROVAL OF MINUTES

Motion by Member Huml, second by Member Kennedy to approve the meeting minutes of July 31, 2018.

Roll Call: Aye: Caplan, Huml, Kennedy
 Nay: None The Motion Carried

PAYROLL CHANGE/RATE SHEETS

Payroll change sheets were approved by Members Caplan, Huml and Kennedy and signed Payroll rate sheets for July 16-31 were approved by Member Caplan and Member Huml. Member Kennedy did not sign the sheets due to a conflict of interest as her husband is included in the list

CORRESPONDENCE

No correspondence to discuss

Old Business – Job Description – Civil Service Secretary Discussion

Members Caplan, Huml and Kennedy reviewed Civil Service Secretary job description and fine tuned wording. Member Caplan will finalize the document draft and send to Nance Stolarsky in HR for review and agreement.

Member Huml motioned to approve document with updates, Member Kennedy seconded the motion

Roll Call: Aye: Caplan, Huml, Kennedy
 Nay: None The Motion Carried

New Business –

Need for new Firefighter/Paramedic entrance exam

Civil Service Commission Committee approved request from Chief Shaw to begin process for firefighter/paramedic entrance exam. The Commission requested that Ms Nelson contact Chief Shaw and support this request.

Request for Service Department additional hire

Member Huml spoke with Mr Drsek regarding the need for an additional hire. Member Huml will contact Mr. Drsek again to confirm timing and details.

Request by Chief of Police to release test results for all police applicants

Civil Service Commission Committee approved the request from Chief Viland to release the results of all 12 names and test results for the police applicant pool when a Public Records Request is received from Chief Viland by Director Rubino.

Member Huml motioned to approve release of all names when formal Public Records request has been received by Director Rubino, Member Kennedy seconded the motion

Roll Call: Aye: Caplan, Huml, Kennedy
 Nay: None The Motion Carried

Ms. Nelson inquired about responding to the request of a Police applicant who would like to know test scores and status of application. Member Huml approved the release of this information to the applicant

Member Huml noted that there is a need to update the Civil Service list of current employees and available positions and requested that Ms Nelson contact Ms. Stolarsky in Human Resources for this information.

DATES OF FUTURE MEETINGS

August 28 at 4PM

September 11 at 4PM
September 25 at 4PM

October 9 at 4PM
October 23 at 4PM

ADJOURNMENT

There being no further business to conduct, Member Huml moved to adjourn the meeting at 4:25 PM. Commission Member Caplan seconded the motion.

Roll Call: Aye: Caplan, Huml, Kennedy
 Nay: None The Motion Carried

Prepared and Submitted by _____
K Nelson, Secretary