

**OLON CIVIL SERVICE COMMISSION**  
**December 4, 2018 – 6:15 p.m.**

**ROLL CALL**

Present: Commission Members Huml, Kennedy and Secretary Perry  
Absent: Commission Member Caplan

The Civil Service Commission met at the Community Center due to testing for Full Time Corrections Officer by Personnel Selection Services. 28 possible candidates applied for the position; 12 of the 28 candidates paid the \$20 fee for the examination; of those 12 candidates, 10 applicants sat for the examination.

**APPROVAL OF MINUTES**

Motion by Commission Member Huml, second by Commission Member Kennedy to approve the minutes of November 6, 2018 and November 20, 2018.

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

**APPROVAL OF PAYROLL and PAYROLL CHANGE/RATE SHEETS**

The available Payroll Change/Rate Sheets for the period were signed by the Commission. No other action was taken by the Commission.

Motion by Commission Member Huml, second by Commission Member Kennedy to approve the Payroll for the Period Ending November 18, 2018 as provided by the Finance Department.

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

**CORRESPONDENCE**

Memo dated November 29, 2018 from Chief Viland regarding a Corrections Officer's Departmental Charges and the results of the pre-disciplinary hearing for violation of Rule 10, Job Performance.

**OLD BUSINESS**

*Service Department*

Memo dated November 27, 2018 from Public Works Commissioner Drsek asking permission to hire two (2) for the Service Worker II position from the current eligibility list.

Motion by Commission Member Huml, second by Commission Member Kennedy to approve the hiring of Daniel Metyk and Larry Bragg effective December 17, 2018.

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

*Changes to Rules and Regulations*

Commission Member Kennedy noted she continues to make progress on the mark up of the Rules and Regulations. Her goal is to have a finished product by the next meeting.

**SELECTION OF JANUARY AND FEBRUARY MEETING DATES**

The Commission selected Tuesday, January 8, Tuesday, January 22, Tuesday February 5 and Tuesday February 19 for their meeting dates.

