

OLON CIVIL SERVICE COMMISSION
Wednesday, November 4, 2020 – 5:39 p.m.
Meeting Held At City Hall

Chairman Kennedy opened the meeting at 5:39 p.m. with the **ROLL CALL**

Present: Commission Members Adelman, Gross, Kennedy, Secretary Perry
and Assistant Police Chief Haines

Absent: None

Assistant Chief Haines addressed the Commission about the current approved list for Correction's Officer. He explained the hiring process was placed on hold for a period due to the Pandemic but has since resumed. He explained the process the Police Department uses to background check the candidates, and what sources and methods they use to identify the best candidates for current job openings.

The Commission also discussed with Assistant Chief Haines the percentage of credit to be given (5%) for prior years of service with another municipality. Assistant Chief Haines noted he would discuss it with Chief Tonelli and report back to the Commission.

CORRESPONDENCE

Memo dated October 22, 2020 from Assistant Chief Haines requesting the removal of Candidates 1, 4 and 8 from the current Civil Service Hiring List for Corrections Officer.

Memo dated October 30, 2020 from Assistant Chief Hanes requesting the removal of Candidates 3, 2 and 5 from the current Civil Service Hiring List for Corrections Officer.

Memo dated November 4, 2020 from Assistant Chief Haines requesting the removal of Candidate 10 from the current Civil Service Hiring List for Corrections Officer as he is no longer interested in the position.

Memo dated November 4, 2020 from Assistant Chief Haines requesting the removal of Candidate 6 from the current Civil Service Hiring List for Corrections Officer as she is no longer interested in the position.

Motion by Commission Member Gross, second by Commission Member Kennedy to remove the disqualified and withdrawn candidates from the current list, release the remainder of the names for consideration and that the Secretary make the necessary notifications.

Roll Call:	Aye:	Adelman, Gross, Kennedy
	Nay:	None
		The Motion Carried

APPROVAL OF MINUTES

Motion by Commission Member Adelman, second by Commission Member Kennedy to approve the minutes of October 21, 2020 as prepared by Secretary Perry.

Roll Call:	Aye:	Adelman, Gross, Kennedy
	Nay:	None
		The Motion Carried

APPROVAL OF PAYROLL

Motion by Commission Member Kennedy, second by Commission Member Adelman to approve the Payroll of October 23, 2020 as presented by the Payroll Department.

Roll Call:	Aye:	Adelman, Gross, Kennedy
	Nay:	None
		The Motion Carried

PAYROLL CHANGE/RATE SHEETS

There was none for the period.

NEW BUSINESS

The Commission reviewed the new application and on-line payment process that was put into place for the recent Fire Department Entry Level Exam. The Commission was overall pleased with the process.

CHANGES TO RULES AND REGULATIONS

The three outstanding proposed changes were discussed. All edits will be developed and reviewed by the Commission and incorporated into the current Rules and Regulations.

ADJOURNMENT

There being no further business to conduct, Commission Member Gross moved to adjourn the meeting at 6:45 p.m. Commission Member Adelman seconded the motion.

Roll Call: Aye: Adelman, Gross, Kennedy
 Nay: None The Motion Carried

Prepared and Submitted by _____