

# CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES

Monday, June 26, 2023

5:00 PM

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**Present:** Marilyn Sessions, Chair  
Christine Klein, Member

**Also Present:** John Seidel, CSC Coordinator  
Jim Prusha, Police Captain  
Bridget Susel, Community Development Director

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## **Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:03 pm on Monday, June 26, 2023, by Marilyn Sessions. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of May 22, 2023, made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

MOTION TO APPROVE THE MEETING MINUTES of June 08, 2023, made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

## **Safety Administration**

### **Police Department**

Personnel change read.

Captain Prusha asked if the Lateral Transfer process could be amended to remove the two-year, full-time requirement, and instead only require prior sworn Law Enforcement or Emergency Dispatch experience.

MOTION TO ACCEPT THE PROPOSED AMMENDMENT made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Captain Prusha explained that one of the Compliance Officers would be likely to retire soon and would like a new list created in anticipation of the opening.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR THE POSITION OF COMPLIANCE OFFICER made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

## **Community Development**

Director Susel said her department has two Code Enforcement Officers, but one has stepped into the role of Interim Economic Development Director due to a retirement. He has been doing well and will be permanently appointed to the position, which will create an opening for Code Enforcement Officer.

Ms. Sessions asked if Civil Service had an exam for Code Enforcement and Mr. Seidel answered that we do not. The last exam was administered by the now closed Ramsey & Associates. Director Şusel said that she did not need a specific exam for this position, a traditional Civil Service exam would be fine, unlike Construction Clerk.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR THE POSITION OF CODE ENFORCEMENT OFFICER made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

**Service Administration**

**Utilities**

Personnel changes read.

**Civil Service**

The new Civil Service Commission Rules and Regulations was brought in to be signed. Ms. Sessions asked if there was any say in the rules, to which Mr. Seidel replied that the rules had already been approved, but they could be changed.

Ms. Klein asked if the new Lateral Transfer rules applied to any department, which Mr. Seidel responded that they did apply to any department.

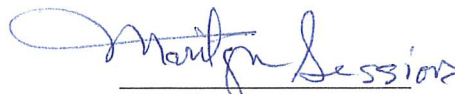
MOTION TO APPROVE THE REVISIONS TO THE CIVIL SERVICE COMMISSION RULES AND REGULATIONS made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

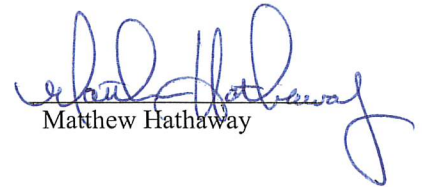
**Adjournment**

MOTION TO ADJOURN THE MEETING AT 5:21 PM made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Minutes approved: \_\_\_\_\_

  
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Christine Klein

  
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Marilyn Sessions

  
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Matthew Hathaway