

CIVIL SERVICE COMMISSION

July 30, 2014 Meeting Minutes

Roll Call - Members present for the meeting were Armando Johnson, Deb Bingham and William Brogley. Alternates present were Denise Bruno and France Krazalkovich. Christopher Delp was absent. Also present was Chief Moffett and Manager Carol R. Lewis. Commissioner Taylor was in the audience.

Call to Order – Chairman Johnson called the meeting to order at 6:01 pm.

Approval of Minutes – Motion by F. Krazlkovich second by D. Bingham and unanimously carried to approve the minutes of July 3, 2014. Motion by D. Bingham second by A. Johnson and unanimously carried to approve the minutes of July 10, 2014. F. Krazlkovich abstained as he was not present.

Unfinished Business

Discussion of Appointments to be Made – The Board discussed potential candidates to do the background investigations. It was suggested they use the same oral examiner as last time. A. Johnson has the name of the person who does Exelon's. D. Bingham and F. Krazalkovich also have names. They all need the ability to administer a polygraph test. C. Garner cautioned the Board to make sure they do these consistently and not pick and choose. A. Johnson said they planned to give it to the top candidates. He suggested the Board develop a Scope of Work so they are comparing the price for the same services and the expectations are spelled out. The physical/Medical and psychological examinations are pretty strait forward, he suggested using the same as last time if they are available. C. Moffett advised them that the psychological examiner passed away last year. He asked if the polygraph could be administered early on in the process as this can weed out undesirable candidates quickly. They simply quiz them on their answers on their application. The Board discussed the language in the Resolutions. C. Garner explained that it is good to draft them general to allow flexibility in the process. A. Johnson suggested keeping good notes and developing a procedure manual for creating the list so it would go smoother in the future. F. Krazalkovich questioned the language in 11.a. of the Preliminary Application. After review of the language it was determined that it did match up with the rules as written. C. Moffett clarified that Certification cannot happen until you are employed and candidates understand this.

Hearing of Cases: No cases to be heard at this time.

New Business

Part Time Officers – Chief Moffett explained that he is not trying to supplement a full time officer, just trying to fill the schedule. There are some medical issues and a military person who is out which is causing major staffing problems. He would like the ability to recruit and has three criteria in mind. It could be a full time officer who is active on another force but looking for some extra shifts, an officer who is furloughed from another department or an officer who is retiring but still wants to work a little. All candidates must be officers in good standing. All these people have been through the process and have records that can be reviewed by the Civil Service Commission. They would be strictly on hourly basis with no benefits or expectations of coming on full time. The Board discussed having a part time officer application with minimum requirements similar to the requirements for full time officers. The Board then discussed the use

of the list in the hiring of part timers. C. Garner and Chief Moffett will come up with draft wording for the Board to consider.

Open Comment: Chief Moffett expressed his appreciation to openly discuss these matters with the Board.

Communications & Reports: The next meeting will be held on Wednesday, August 13, 2014 at 6 p.m.

Adjournment: Motion by F. Krazalkovich seconded by D. Bruno and unanimously carried to adjourn the meeting at 7:04 p.m.

Respectfully submitted,

Carol R. Lewis, Manager