

**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**October 20, 2021 – 8:00 A.M.**

**Members Present:** Chairman Jan Naso  
Commissioner Christine Higham

**Non-Members Present:** Mayor Kline  
Director of Law Megan Raber  
Director of Administration Dr. Cooper  
Director of Public Service Mike Rorar  
Jill Stritch, Human Resources

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The October 20, 2021 Civil Service Commission meeting was called to order. There were no minutes to approve.

**Chairman Naso: I will make a motion to certify the Police Department Sergeant's Promotional Eligibility List containing the top five combined scores. Motion was seconded and passed with no discussion.** Mr. Naso gave copies of the eligibility list to Chief Williams and Mayor Kline and explained the purpose of the assessment book given to him by Ramsey & Associates to be reviewed, but not copied and returned to them within a couple of weeks.

Mr. Naso mentioned the Part-Time Records Clerk Test scheduled for Monday November 1 and the Part-Time/Full-Time General Laborer Test scheduled for November 3. The Part-Time Records Clerk Eligibility list expired October 18. A job offer was made, and the candidate is going to speak with Mrs. Stritch this morning. Chief Williams stated that two additional persons need to be hired. Mr. Rorar stated that one full-time and one part-time person need to be hired from the test that will be given.

Chief Williams stated that he has extended two conditional offers to police officer candidates and asked to have two additional names. Mr. Naso answered yes, once they're hired. Five names were submitted to the Chief from the newly established Sergeant Eligibility List because two candidates are being promoted. He asked about getting an additional name after one person has been promoted. Law Director Raber explained that two must be hired from the list of five.

Mayor Kline stated that Road Superintendent Mike Weigand will be moving up to the Assistant Service Director's position, non-classified. He mentioned that the Assistant Road Superintendent and the Water Supervisor would like to take the test to fill Mr. Weigand's position. The Mayor asked if the test could be an oral one with the Commission present. Mr. Naso said yes and that you must show some form of competitiveness and that Mrs. Higham would be attending the interviews. The Mayor also mentioned that one of them would need to be replaced by an outside test, depending on which one would be promoted. Mr. Rorar asked that the advertising of that test get started now. It was explained to him that the promotion needs to take place first in order to know which position to test for.

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Chief Williams briefly discussed the captain's position but wants to get the Sergeants on board before proceeding further about the position.

Meeting adjourned at 8:13 a.m.

An audio file of this meeting is available in the Civil Service office.

Jan T. Naso, Chairman

Civil Service Commission  
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