

**Civil Service Commission Meeting Minutes**

**March 16, 2020**

**3:30 p.m. – City Building Conference Room – 130 N. High Street**

**CALL TO ORDER/ROLL CALL/QUORUM**

Jon Salyer called the meeting to order at 3:34 pm. The clerk called the roll and determined there was a quorum. The following were present for the meeting: Jon Salyer, Chair, Joe Mahan, Lynn Turner, Brianne Abbott: Safety & Service Director, Justin Harsha: Mayor, Eric Daniel: Police Chief and Kimberly Newman, Clerk.

**MINUTES** The minutes of the December 9, 2019 meeting were approved as presented. Moved by Lynn Turner and seconded by Joe Mahan. Vote: All yeas.

**CORRESPONDENCE** – Civil Service Commission Annual Report of Activities submitted.

**OLD BUSINESS**

Civil Service Manual- ongoing.

**NEW BUSINESS-** Police Chief discussed the need for the non-bargaining position of Police Captain to be second in command at the Police Department, this position would be an Administrative position. This in-house promotion would leave two Sargeant positions, instead of three. Chief Daniels explained the request for approval of structured and weighted interview process for Police Captain to the Civil Service Commission. His panel for the structured and weighted interview process will be Mayor Justin Harsha, SSD Brianne Abbott, Common Pleas Judge Rocky Coss and Police Chief Eric Daniels.

**MOTION** Joe Mahan moved, seconded by Lynn Turner to accept and approve the structured and weighted interview process set forth by Chief Eric Daniels. Vote: All yeas


Also discussed was changing #4 of the job description for Police Captain to strike the word physical, so it reads “May pass fitness for duty test.”

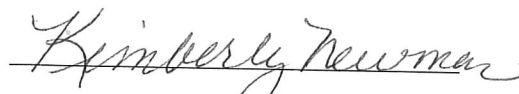
**MOTION** Lynn Turner moved, seconded by Joe Mahan to Revise the Police Captain job description by removing the word physical on # 4 of Police Captain job description. Vote; All yeas.

The Civil Service Test certification approved from December 9, 2020 meeting was signed by all Civil Service Commission members and given to Clerk Kimberly Newman.

**ADJOURN**

**MOTION** At 3:51 pm, Lynn Turner moved, seconded by Jon Salyer, to adjourn. Vote: all yeas

  
Jon Salyer, Chair

  
Kimberly Newman, Clerk