



**Civil Service Commission Meeting
152 West Cedar Street**

Minutes of June 5, 2018

A. Roll Call

Meeting was called to order at 8:33 a.m. In attendance: *Dave Munro, Cliff Brehan, John D'Urso, Chief Sheri Crain, Lajay Gove, Staff Sergeant Sean Madison*

B. Approval of Minutes

MOTION to approve the minutes of April 3, 2018 made by Dave Munro; second by John D'Urso. **Motion carries.**

C. Unfinished Business: *None.*

D. New Business:

General update on Police department; Chief Crain told the Commission's everything is going pretty well. The department has made a job offer to replace the Executive Administrative Assistant position. She will have to move from another state and will be a great fit. Dave asked what her name is, the Chief said Tiffany Banning, she has a law degree highly educated but decided she didn't want to go in that direction.

The Chief went on to say that Jeff Thaxton the departments new lateral Police Officer still on probation working FTO doing a great job. Christine Elam our new Police Specialist is also doing a great job. Dave said he called her on the phone and she did a great job, Dave could hear Josh coaching her in back ground "they all make a good team". Chief talked a little on the Officer out on admin leave letting the Commission's know that he is back in town and the process is on-going.

Entry level eligibility list, the Chief told the Commission's that we do not have any openings in the department at this time. However, it would be wise to have an eligibility list on hand and be ahead of the game. We don't need a deep drive on laterals but we may need to establish an entry level eligibility list. Commission's asked if we needed a motion to create list. Lajay spoke up and said yes, they did need to make a motion. Dave made the motion to pull a new entry level eligibility list and John second the motion all carried. HR will pull the list once the new HR Manager, Emily Stednick comes on board June 18. Talked a little about our new HR manager and Dave wanted to know if the City was giving me (Lajay) a retirement party. I let the Commission's know they would be notified and invited to come. Dave said I will be missed and thanked me for my service.

E. Next Meeting

Next meeting date to be determined –

F. Adjournment

The meeting was adjourned at 8:46 a.m.

Respectfully submitted,
Lajay Gove
Human Resources Analyst/Commission Secretary
Minutes approved _____.

Send copy to Karen.