

MINUTES OF THE SPECIAL MEETING
CREST HILL CIVIL SERVICE COMMISSION
April 9, 2018

Commissioner Pat Camden called the meeting to order at 1:00 p.m.

Roll Call

Present: Commissioners Frank Blaskey, Pat Camden, and Nick Weiss, City Attorney John Kelly, Assistant City Administrator/Human Resources Director Megan Fulara, Police Chief Ed Clark, Deputy Police Chief Bradley Hertzman.

Approval of Minutes

Commissioner Blaskey moved to approve the minutes of the February 7, 2018 Civil Service Commission meeting pending the correction of the date of the meeting. Commissioner Weiss seconded the motion. The motion was unanimously approved.

Old Business

None

New Business

a. Election of Officers

Commissioner Weiss nominated Pat Camden to serve as the Chairman of the Commission. The nomination was seconded by Commissioner Blaskey. The motion was unanimously approved.

b. Acknowledgement of Appointment of Civil Service Commission Attorney by the Mayor

Commissioner Weiss moved to formally acknowledge the appointment of John Kelly as the Civil Service Commission Attorney by Mayor Soliman. Commissioner Camden seconded the motion. The motion was unanimously approved.

c. Appointment of the Assistant City Administrator/Human Resources Director as Chief Examiner and Ex-Officio Secretary of the Civil Service Commission pursuant to 65 ILCS 5/10-1-22 (from Ch. 24, par. 101-22)

Commissioner Blaskey moved to appoint Assistant City Administrator/Human Resources Director Megan Fulara as the Chief Examiner and Ex-Officio Secretary of the Civil Service Commission pursuant to 65 ILCS 5/10-1-22 (from Ch. 24, par. 101-22). Chairman Camden seconded the motion. The motion was unanimously approved.

d. Adoption of Rules of the Civil Service Commission

The Commission discussed provisions to be included in a revision of the Rules of the Civil Service Commission. Staff received feedback and will draft a revised document to be discussed and approved at a future meeting.

e. Accounts Disbursement Clerk Eligibility List

Chief Examiner and Ex-Officio Secretary Megan Fulara requested she conduct oral interviews for Accounts Disbursement Clerk in conjunction with Finance Supervisor Ashli Motyka, Utility Billing Supervisor Regina Cabay, and Economic Development Coordinator Scott McMaster. Commissioner

Weiss moved to approve the interview panel to conduct testing. Chairman Camden seconded the motion. The motion was unanimously approved.

f. Public Works Employee Eligibility List

Commissioner Blaskey moved to initiate testing for the Public Works Employee Eligibility List. Commissioner Weiss seconded the motion. The motion was unanimously approved.

g. Police Officer Eligibility List

Police Chief Ed Clark updated the Commission on the process for Police Officer Eligibility List testing. The Commission requested Chief Examiner and Ex-Officio Secretary Megan Fulara work with Police Chief Ed Clark and Deputy Chief Bradley Hertzman to develop questions for the oral interview process. The Commission will review and finalize questions at the next meeting.

Public Comment

None

The Commission directed Chief Examiner and Ex-Officio Secretary Megan Fulara to cancel the regularly scheduled Civil Service Commission meeting on May 24, 2018 as there is a need for a Special Meeting on May 9, 2018.

Adjournment

Commissioner Weiss moved that the meeting adjourn. Commissioner Blaskey seconded the motion. The motion was unanimously approved and the meeting adjourned at 2:06 p.m.

Approved May 9, 2018

Pat Camden, Chairman

Nick Weiss, Commissioner

Frank Blaskey, Commissioner