



**CIVIL SERVICE COMMISSION**  
Council Chambers (Live Streaming on YouTube)  
February 15, 2023

The Civil Service Commission meeting was called to order by Mr. Conte, Chair, at 2:30 p.m. on Wednesday, February 15, 2023.

**ROLL CALL:** Joseph Conte  
Angela Beck  
Mark Holderbaum

**ALSO PRESENT:**  
Justin Markey, City Solicitor  
Kerry Macomber, Acting Clerk

**APPROVAL OF MINUTES:** Ms. Beck moved to accept the minutes of the January 25, 2022 meeting as submitted; seconded by Mr. Holderbaum.

Roll Call: Yes: Beck, Holderbaum, Conte  
No: None

Motion passed unanimously.

**REPORTS:** Civil Service Secretary Appointment: Mr. Conte questioned where the City is in finding a replacement for the secretary position. Mr. Markey, City Solicitor, reported they are currently advertising and that Ms. Macomber will serve as Acting Secretary until the replacement is hired and trained. Mr. Conte said they would like to have the former secretary. Mr. Markey reported that she has assumed the additional duties of payroll and does not feel she can take on the duties of Civil Service Commission Secretary. Furthermore, because the Civil Service Commission reviews disciplinary actions, it would not be appropriate for a classified employee to serve in the role of secretary. Ms. Beck asked if that is in writing and Mr. Markey said it is written in the Civil Service Rules. Mr. Markey explained that if a disciplinary action is taken, the employee has a right to appeal and the Civil Service Commission would be the deciding body. Ms. Beck questioned whether that would fall under the Union jurisdiction and Mr. Markey reiterated that is the purpose of the Civil Service Commission. He also noted that these questions have been answered many times. Mr. Conte expressed concern that if they had been answered, they may have misunderstood. Ms. Beck asked if a private citizen could serve as Secretary. Mr. Markey said that is a possibility, but if there was a stipend or payment, it would have to be approved by Council. He also stated that having a City employee serve as a Secretary to all Boards and Commissions, including the Civil Service Commission, should not be viewed as a negative. They would not give a private resident access to the City Website to post agendas and minutes, so an employee would have to do that work. Ms. Beck agreed, and stated that it is helpful to have a secretary that is knowledgeable in Civil Service practices and processes.

**OLD BUSINESS:**

Payroll Certification and Collective Bargaining Agreements – Mr. Conte noted that they requested this information so they can verify that the listing of employees is correct. Ms. Beck expressed appreciation for receiving the list of the classified employees and the current Collective Bargaining Agreements. She requested that they receive the listing of classified employees quarterly and that the list include the employee’s home address so they can create a current roster, as required by their Civil Service Rules.

**NEW BUSINESS:**

Full-Time Police Officer Position: Mr. Conte noted there have been some changes to the process of advertising and testing for classified positions. He explained how the process was completed in the past. Ms. Beck discussed the process of reviewing applications, applying extra credits and approving applicants to take the test. Ms. Macomber asked Mr. Markey if the applicants are providing applications to the City and Mr. Markey responded negatively and explained that after the test is taken, the scores will be sent to the Civil Service Commission. Extra credit points will be added to the test scores and then they will create an eligibility list. Mr. Markey will get the process outlined for the Civil Service Commission.

Review Home Rules: Mr. Conte noted that the Civil Service Commission has completed the review of the Civil Service Rules. Mr. Holderbaum moved to forward the suggested updates to the City Council; seconded by Mr. Beck.

Roll Call: Yes: Holderbaum, Beck, Conte  
No: None

Motion passed unanimously.


**OTHER BUSINESS:**

Ms. Beck requested that the Position Descriptions and the Performance Evaluation process be provided for review at the next meeting.

**ADJOURNMENT:**


With no further business coming before the Civil Service Commission, the meeting was adjourned at 2:45 p.m.

Respectfully submitted:

  
Kerry Macomber, Acting Secretary

3-15-23  
Date

Approved:

  
Joseph Conte, Chair

3-15-23  
Date