Roll Call:

The meeting was called to order by Chair Shay Nagarsheth and Commissioner Andrew Wetmore. Also present were Denise Janey, Chief Examiner; Patrick Ridenhour, Chief of Police; and Shaun McColgan, Deputy Police Chief.

Minutes: Review and accept previous meeting’s minutes

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to accept the previous meeting’s minutes. Motion carried unanimously.

Personnel Status:

New Hires: None

Status Change: None

Promotions: None

Retirements: None

Resignations: None

New Business:

Certification of Eligibility List(s):

- Certified Police Officer

  Ms. Janey noted thirteen candidates were accepted and eleven candidates took the exam. Furthermore, only seven candidates passed the exam. She requested the Commission certify the presented list.

  Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to certify the Police Officer Eligibility List as presented. Motion carried unanimously.

- Clerk Typist II
Ms. Janey noted the City received thirty-five applications and seventeen applicants took the written exam. She requested the Commission certify the Clerk Typist II position.

*Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to certify the Clerk Typist II Position Eligibility List as presented. Motion carried unanimously.*

**- Communications and Graphic Design Specialist**

Ms. Janey noted the City received twenty-four applications and sixteen applicants made the Eligibility List.

*Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to certify the Communications & Graphic Design Specialist Eligibility List as presented. Motion carried unanimously.*

**- Detective Police Officer**

Ms. Janey noted ten applicants made the Eligibility List. She requested the Commission certify the presented list.

Mr. Ridenhour noted the Police Department has three vacancies for Detective Police Officer.

*Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to certify the Detective Police Officer Eligibility List as presented. Motion carried unanimously.*

**- Public Health Inspector**

Ms. Janey noted the City received fifteen applications and five candidates took the exam. Furthermore, only three candidates passed the oral exam.

*Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to certify the Public Health Inspector Eligibility List as presented. Motion carried unanimously.*

**Request Approval: 2022 Civil service Commission Meeting Schedule**

Ms. Janey requested the Commission approve the calendar schedule for year 2022. To note, the Civil Service Commission meetings will be held twice a month.

*Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to adopt the Civil Service Commission 2022 calendar as presented. Motion carried unanimously.*

**Adjourn**

*Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to adjourn. Motion carried unanimously.*