

CIVIL SERVICE COMMISSION

Meeting  
MINUTES

December 15, 2021

10:00 a.m.

Via Videoconference

**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.*