

DEPARTMENTAL CORRESPONDENCE



TO: Civil Service Commission and Appeal Board

FROM: Leann Hanf, Human Resources Manager

DATE: February 12, 2025

MEETING MINUTES

ATTENDEES

Commissioner Harry G. Beyoglides, Jr. Chair; Commissioner Timothy Townsend; Human Resources Manager Leann Hanf; Citizen Jack Shirley

CALL TO ORDER

Commissioner Beyoglides called the meeting to order at 4:45 p.m. on February 12, 2025. The meeting was open to the public and was held in the Large Conference Room at the City of Vandalia Municipal Building at 333 James Bohanan Memorial Drive.

APPROVAL OF MINUTES

Mrs. Hanf provided the draft December 5, 2024, meeting minutes for the Commission's review. Commissioner Beyoglides called for review and comments on the minutes. There were none. Commissioner Townsend made a motion to approve the minutes, Commissioner Beyoglides seconded the motion. Motion passed 2-0.

APPROVAL OF THE AGENDA

The agenda was approved by general consent.

OLD BUSINESS

None.

NEW BUSINESS

I. Approval/Cancellation/Extension of Eligibility Lists

Approval of Building Maintenance Technician List:

Mrs. Hanf presented an eligibility list for the competitive recruitment for the classification of Building Maintenance Technician for approval by the Civil Service Commission and Appeal Board. Mr. Townsend moved to approve the list as presented for a period of one year from today. Mr. Beyoglides provided a second. Motion passed unanimously, 2-0.

DISCUSSION

None.

ADJOURNMENT

It was moved by Commissioner Townsend to adjourn, which was seconded by Commissioner Beyoglides. Motion carried, 2-0.

The meeting was adjourned at 4:46 p.m.



Harry G. Beyoglides, Jr., Civil Service Commission Chairman



Date

CC:

Kurt E. Althouse, Interim City Manager

Rob Cron, Assistant City Manager

Department Heads

DEPARTMENTAL CORRESPONDENCE



TO: Civil Service Commission and Appeal Board
FROM: Leann Hanf, Human Resources Manager
DATE: September 12, 2024

MEETING MINUTES

ATTENDEES

Commissioner Harry G. Beyoglides, Jr. Chair; Commissioner Timothy Townsend; Human Resources Manager Leann Hanf

CALL TO ORDER

Commissioner Beyoglides called the meeting to order at 4:50 p.m. on September 12, 2024. The meeting was open to the public and was held in the Large Conference Room at the City of Vandalia Municipal Building at 333 James Bohanan Memorial Drive.

APPROVAL OF MINUTES

Mrs. Hanf provided the draft August 12, 2024, meeting minutes for the Commission's review. Commissioner Beyoglides called for review and comments on the minutes. There were none. Commissioner Townsend made a motion to approve the minutes, Commissioner Beyoglides seconded the motion. Motion passed 2-0.

APPROVAL OF THE AGENDA

The agenda was approved by general consent.

OLD BUSINESS

None.

NEW BUSINESS

I. Approval/Cancellation/Extension of Eligibility Lists

Approval of Support Services Manager List:

Mrs. Hanf presented an eligibility list for the competitive recruitment for the classification of Support Services Manager for approval by the Civil Service Commission and Appeal Board. Mr. Townsend moved to approve the list as presented for a period of one year from today. Mr. Beyoglides provided a second. Motion passed unanimously, 2-0.

Approval of VRC Coordinator-Programs/Special Events List:

Mrs. Hanf presented an eligibility list for the competitive recruitment for the classification of VRC Coordinator – Programs/Special Events for approval by the Civil Service Commission and Appeal Board. Mr. Townsend moved to approve the list as presented for a period of one year from today. Mr. Beyoglides provided a second. Motion passed unanimously, 2-0.

Approval of VRC Custodian List:

Mrs. Hanf presented an eligibility list for the competitive recruitment for the classification of VRC Custodian for approval by the Civil Service Commission and Appeal Board. Mr. Townsend moved to approve the list as presented for a period of one year from today. Mr. Beyoglides provided a second. Motion passed unanimously, 2-0.

DISCUSSION

None.

ADJOURNMENT

It was moved by Commissioner Townsend to adjourn, which was seconded by Commissioner Beyoglides. Motion carried, 2-0.

The meeting was adjourned at 4:54 p.m.



Harry G. Beyoglides, Jr., Civil Service Commission Chairman



Date

CC:
Mark Schwieterman, Interim City Manager
Rob Cron, Assistant City Manager
Department Heads

DEPARTMENTAL CORRESPONDENCE



TO: Civil Service Commission and Appeal Board

FROM: Leann Hanf, Human Resources Manager

DATE: November 1, 2024

MEETING MINUTES

ATTENDEES

Commissioner Harry G. Beyoglides, Jr. Chair; Commissioner Timothy Townsend; Human Resources Manager Leann Hanf

CALL TO ORDER

Commissioner Beyoglides called the meeting to order at 4:50 p.m. on November 1, 2024. The meeting was open to the public and was held in the Large Conference Room at the City of Vandalia Municipal Building at 333 James Bohanan Memorial Drive.

APPROVAL OF MINUTES

Mrs. Hanf provided the draft September 12, 2024, meeting minutes for the Commission's review. Commissioner Beyoglides called for review and comments on the minutes. There were none. Commissioner Townsend made a motion to approve the minutes, Commissioner Beyoglides seconded the motion. Motion passed 2-0.

APPROVAL OF THE AGENDA

The agenda was approved by general consent.

OLD BUSINESS

None.

NEW BUSINESS

I. Approval/Cancellation/Extension of Eligibility Lists

Approval of Firefighter List:

Mrs. Hanf presented an eligibility list for the competitive recruitment for the classification of Firefighter for approval by the Civil Service Commission and Appeal Board. Mr. Townsend moved to approve the list as presented for a period of one year from today. Mr. Beyoglides provided a second. Motion passed unanimously, 2-0.

Approval of VRC Coordinator – Athletics List:

Mrs. Hanf presented an eligibility list for the competitive recruitment for the classification of VRC Coordinator - Athletics for approval by the Civil Service Commission and Appeal Board. Mr. Townsend moved to approve the list as presented for a period of one year from today. Mr. Beyoglides provided a second. Motion passed unanimously, 2-0.

Approval of Police Officer List:

Mrs. Hanf presented an eligibility list for the competitive recruitment for the classification of Police Officer for approval by the Civil Service Commission and Appeal Board. Mr. Townsend moved to approve the list as presented for a period of one year from today. Mr. Beyoglides provided a second. Motion passed unanimously, 2-0.

DISCUSSION

None.

ADJOURNMENT

It was moved by Commissioner Townsend to adjourn, which was seconded by Commissioner Beyoglides. Motion carried, 2-0.

The meeting was adjourned at 4:55 p.m.



Harry G. Beyoglides, Jr., Civil Service Commission Chairman

12/5/2024
Date

CC:
Mark Schwieterman, Interim City Manager
Rob Cron, Assistant City Manager
Department Heads