

DEPARTMENTAL CORRESPONDENCE

TO: Civil Service Commission and Appeal Board

FROM: Missy Pruszynski

DATE: February 23, 2023



MEETING MINUTES

ATTENDEES

Commissioner Harry G. Beyoglides, Jr. Chair; Commissioner Timothy Townsend; City Manager Dan Wendt; and Human Resources Manager Missy Pruszynski

MEMBERS ABSENT

Commissioner Forest Moses

CALL TO ORDER

Commissioner Beyoglides called the meeting to order at 4:57 p.m. on February 23, 2023. The meeting was open to the public and was held in the City Manager's Office at the City of Vandalia Municipal Building at 333 James Bohanan Memorial Drive. This room location was different from the advertised Public Notice, which stated the location was to be the Large Conference Room at the City of Vandalia Municipal Building at 333 James Bohanan Memorial Drive. The change was due to the Large Conference Room being overbooked and the meeting scheduled prior to Civil Service went past the scheduled time. The Civil Service Meeting was moved to the City Manager's Office. The Chief Examiner advised the receptionist to re-direct all interested parties to the City Manager's Office. Additionally, directional signs indicating the location change were posted and all doors to the City Manager's Office remained propped open.

It was moved by Commissioner Townsend, seconded by Commissioner Beyoglides, to excuse Commissioner Moses. Motion passed 2-0.

APPROVAL OF MINUTES

Mrs. Pruszynski provided the draft December 14, 2022 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 of Eligibility Lists

Fire Lieutenant Eligibility List:

Mrs. Pruszynski presented an eligibility list for the competitive recruitment for the classification of Fire Lieutenant for approval by the Civil Service Commission and Appeal Board. Commissioner Beyoglides called for comments or questions, there were none. Mr. Townsend moved to approve the list as presented. Mr. Beyoglides provided a second. Motion passed unanimously 2-0.

Public Works Technician Eligibility List:

Mrs. Pruszynski presented an eligibility list for the competitive recruitment for the classification of Public Works Technician for approval by the Civil Service Commission and Appeal Board. Commissioner Beyoglides called for comments or questions, there were none. Mr. Townsend moved to approve the list as presented. Mr. Beyoglides provided a second. Motion passed unanimously 2-0.

Police Officer Eligibility List:

Mrs. Pruszynski presented an eligibility list for the competitive recruitment for the classification of Police Officer for approval by the Civil Service Commission and Appeal Board. Commissioner Beyoglides called for comments or questions, there were none. Mr. Townsend moved to approve the list as presented. Mr. Beyoglides provided a second. Motion passed unanimously 2-0.

II. Police Sergeant Promotional Process

City Manager Wendt advised the Commission the City is preparing for an upcoming Police Sergeant promotional process. He shared the procedure for the process with the Commission in detail including but not limited to the steps of the process, the method of scoring throughout the process, and how the eligibility list will be structured. Mr. Wendt advised he anticipates two appointments from said eligibility list. General discussion was held regarding the duration of the eligibility list. Commissioner Townsend inquired if this is an internal only process. Mr. Wendt responded in the affirmative. Mr. Wendt requested a motion to approve the Police Sergeant promotional process as presented. Mr. Townsend moved to approve said process, Mr. Beyoglides provided a second. Motion passed unanimously 2-0.

DISCUSSION

Mrs. Pruszynski advised the Commission on several staffing actions including suspensions, resignations, and a promotion that occurred since the December 14, 2022 meeting. She explained in detail the status of several hiring processes including Park Maintenance Technician, Building Maintenance Technician, Public Safety Specialist, Firefighter / Inspector / Paramedic, Police Officer, Information Technology Systems Administrator, and City Engineer. Finally, Chief Examiner Pruszynski requested approval to render the Parks and Recreation Mechanic eligibility list void. She explained that there were two candidates on the list, the City hired one of the candidates and there is no longer a need for said list. Mr. Townsend moved to void the Facilities Mechanic Eligibility List dated September 30, 2022. Mr. Beyoglides provided a second. Motion passed unanimously 2-0.

Mr. Wendt thanked the Civil Service Commissioners for their responsiveness to the urgency of this meeting.

ADJOURNMENT

The meeting was adjourned at 5:24 p.m.



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

3/16/2023
Date

CC:

Daniel Wendt, City Manager
Amber Holloway, Assistant City Manager
Department Heads