



**CIVIL SERVICE COMMISSION
SPECIAL MEETING
May 23, 2017
MINUTES**

1. CALL TO ORDER/ROLL CALL

The Civil Service Commission Regular Meeting was called to order in the Council Conference Room at City Hall at 3:00 pm by Chair Daniel Reisfeld. A quorum was present consisting of Commissioners Richard Daniels, Johanna Vander Stoep, and Julie Hersum. Commissioner Trennon Bird was absent.

2. CONFLICT OF INTEREST DISCLOSURE

Each Commissioner reported that no new conflicts of interest had arisen since the last meeting; some commissioners shared important inter-meeting communications.

3. PUBLIC COMMENT

No public comment was given.

4. NEW BUSINESS

- a. Certify lateral oral board scores

MOTION: *I'll make a motion that we certify the lateral officer certification for interviews held on May 9th, 2017.*

DANIELS/VANDER STOEP: The motion passed unanimously

- b. Discuss adding automatic disqualifier for no-show applicants

MOTION: *The wording that we just heard from Scott, I move that we adopt that wording as stated and direct Amber to include it in correspondence.*

VANDER STOEP/DANIELS: The motion passed unanimously

- c. Cancel June 6th Regular Meeting
- d. Cancel July 4th Regular Meeting

MOTION: *I will make a motion that we cancel the scheduled meetings for June 6th and July 4th.*

DANIELS/HERSUM: The motion passed unanimously

- e. Schedule lateral officer oral board

MOTION: *I'll move that we schedule the lateral officer oral board for July 20th.*

VANDER STOEP/HERSUM

5. DISCUSSION

- a. Discuss Commission Training Manual

This item was discussed. No action was taken.

6. ADJOURNEMENT

The commission adjourned at 4:15 pm.



A handwritten signature in dark ink, reading 'Daniel Reisfeld' in a cursive script.

Daniel Reisfeld, Chair

A handwritten signature in dark ink, appearing to be 'Amber Richards', written in a cursive script.

Amber Richards, Secretary/Chief Examiner