

Monday, January 6th, 2025
Location: CAWH City Office Bldg

**Civil Service Commission
Meeting Minutes**

I. Call to Order: 11:04 AM

II. Roll Call: Commissioner Mitchell – present
Commissioner Campbell – present
Secretary Schuller – present

III. Approval of Agenda: By consensus of the commissioners, agenda was approved.

IV. Approval of Minutes: By consensus of the commissioners, approval of the minutes of the November 4th, 2024 regular meeting was deferred because the minutes were not available from the city staff.

V. Public Comment: There were no members of the public in attendance.

VI. Department Reports:

Fire Department: Chief Metzger reported one new hire, expected to be in place in February, bringing staffing levels to full. He also provided an excellent overview of the selection and testing process in response to a question from Commissioner Campbell.

Police Department: None. Chief Richmond was unavailable.

Civil Service Department: Secretary Schuller commented that our administration of exams and our employee selection processes are sound and well managed.

VII. Old Business: None.

VIII. New Business:

a. Review of civil service classification system: Commissioner Campbell expressed his interest in becoming more familiar with the city's classification system. HR representative Nikki Balaszi agreed to provide pertinent position descriptions and current Collective Bargaining Agreements to the commission for reference.

IX. Executive Session: None.

X. Hearings: None.

XI. Adjournment @ 11:24 AM. Next meeting: 3 February 2025 @ 11:00 AM.