

CIVIL SERVICE COMMISSION
MEETING MINUTES
October 6, 2021

Commissioners: Chairperson Paul Lee, Crystal Ford, and Cathy Showalter

Staff/Other: Human Resources Specialist Brenda Balvanz, Building Official Jamie Castle, Director of Finance & Business Operations Jennifer Rodenbeck, City Attorney Kevin Rogers, Human Resources Manager Bailey Schindel, Director of Community Development Stephanie Sheetz and Courier Reporter Andy Malone.

1. Call To Order/Agenda Changes - The meeting was called to order by Lee at 8:00 a.m. by consensus with no agenda changes.
2. Welcome – New commissioner Cathy Showalter and Human Resources Manager Bailey Schindel were welcomed.
3. Adoption of the Agenda – Ford motioned to approve the agenda and the motion was seconded by Showalter. No discussion; all Ayes. Lee explained the process of approving agenda items requiring action.
4. Approval of 9-22-21 Meeting Minutes – Ford motioned for approval of the minutes and the motion was seconded by Showalter. No discussion; all Ayes.
5. Code Enforcement Officer: Certification of List – Lee motioned for approval of the list and the motion was seconded by Ford. Castle noted there were 12 candidates approved to test, one found other employment, leaving 11 to complete testing. Upon reviewing score breaks, eight were presented for certification. Upon request, she further explained that application materials were initially screened for minimum qualifications, four internal staff rated the responses from the written questionnaires and two staff rated the responses from the computer program and letter editing practical testing completed. Scores from both written and practical testing were combined with a 50/50 combined weighted average. Application of Veteran’s Preference Points was explained by Balvanz, and Castle confirmed one Code Enforcement Officer would be employed after the list is received and filed by City Council on October 18 and interviews are completed. There being no further discussion, the motions were finalized by all Ayes and the list was signed.
6. City Comments – Balvanz updated commissioners that the City has an opening for an Administrative Supervisor and testing would begin this fall. Scheduling a tour of City buildings was mentioned again and will be scheduled via email. The Public Safety Officer testing process and dates were summarized with candidate approval to test expected at the October 20 meeting, testing and informal interviews on October 23 at 9 a.m. at the Public Safety Services building, formal interviews late October, and list certification on November 3rd.
7. Next Meetings – October 20 and November 3, both at 8:00 a.m. in the Duke Young Conference Room.
8. Adjournment – The meeting was adjourned at 8:09 a.m. as motioned by Ford and seconded by Showalter. No discussion; all Ayes.