

Civil Service Commission

October 13, 2021 – 5:30pm

**Present:** Chairman Mike Hawkins; Commission members Nate Falkenstein, John Potkalitsky, and Melissa Hunter.

**MOTIONS**

- **Mr. Falkenstein moved, Mr. Potkalitsky seconded and motion carried unanimously on a voice vote to accept the minutes from the October 13 meeting**

Mr. Hawkins explained the reason for this meeting is the Police Department notified the Commission that one of the sergeants has tendered his resignation and therefore a sergeant's promotional exam will need to be held in order to fill the vacancy.

Mr. Potkalitsky asked for clarification on what length of experience eligible candidates must have to sit for the promotional exam, to which Mr. Hawkins replied they must have five years with the Police Department at the time of the promotion. Mr. Potkalitsky further asked what are the other components of the promotional process besides the written exam, and Mr. Hawkins responded that there is an "efficiency" score that comes from Police Department annual evaluations along with seniority.

Discussion was had on whether the candidate with the highest combined score (written exam, efficiency and seniority) is necessarily the best officer for the position of sergeant. Mr. Hawkins stated that while the process isn't perfect, he believes it works well, evidenced by the fact that the Police Department has not voiced any objection.

Mr. Potkalitsky asked whether an assessment center is used for the Police Department's promotional exams as it is done for the Fire Department, and Mr. Hawkins answered that the Police Department does not use the assessment center. Mr. Falkenstein questioned whether the Civil Service Commission has the authority to require an assessment center. Mr. Hawkins responded that the Police Department has not requested it in the past, and sees no reason to force one as the current process has served the Police Department well.

- **Mr. Hawkins moved and Mr. Falkenstein seconded, to take the necessary steps to hold a sergeant's promotional exam. Motion carried unanimously by a voice vote.**

Mr. Hawkins noted the Macedonia Fire Department recently held a 100<sup>th</sup> Anniversary celebration and commended the Fire Department and City for a nice event. He also noted that during the ceremony three (now former lieutenants) were promoted to the newly created captain positions, and three new lieutenants were appointed based on the list from the lieutenant's exam held in April of 2021.


Discussion was had as to the status of open dispatch positions as well as the school resource officer (SRO).

**NEW BUSINESS**

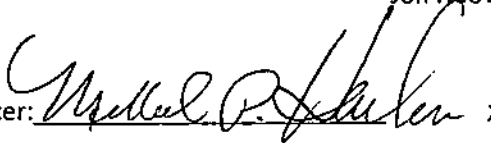
- None

Ms. Hunter moved to adjourn, Mr. Falkenstein seconded, and motion carried unanimously on a voice vote to adjourn at 5:57pm

Date: November 10, 2021

Attest: 

Jon Hoover, Civil Service Commission Secretary

Presiding Officer: 

Mike Hawkins, Chairman