

CIVIL SERVICE COMMISSION  
Meeting  
MINUTES  
February 1, 2023  
10:00 A.M.  
Via Videoconference (ZOOM)

**Roll Call:**

The meeting was called to order by Chair Susan Ward. Also present were Commissioner Rick Rogers, Nelly Espinal, Chief Examiner, Ginny Werner, Director of Human Resources, Michael Sturdevant, Deputy Police Chief, Dianne Rosemark, Assistant Corporation Counsel and members of the public Charles Lake and Ryan Chizmadia.

**Minutes: Meeting January 11<sup>th</sup>, 2023**

*Motion made by Commissioner Rogers, seconded by Chair Ward, to accept the meeting minutes dated January 11<sup>th</sup>, 2023. Motion carried unanimously.*

**Personnel Status:**

**Promotions:** Douglas Evanuska, Lead Tree Operator- Forestry Department

**New Business:**

**Request Removal of Candidates– Entry Level Police Officer Eligibility List**

*Motion made by Commissioner Rogers, seconded by Chair Ward, to move into executive session to discuss candidate Ryan Chizmadia's request for removal from the eligibility list. Motion carried unanimously.*

*Motion made by Commissioner Rogers, seconded by Chair Ward to return from executive session and start recording again. Motion carried unanimously.*

*Motion made by Commissioner Rogers, seconded by Chair Ward, to remove Ryan Chizmadia from the Entry Level Police Officer Eligibility List. Motion carried unanimously.*

*Motion made by Commissioner Rogers, seconded by Chair Ward, to move into executive session to discuss candidate Charles Lake's request for removal from the eligibility list. Motion carried unanimously.*

*Motion made by Commissioner Rogers, seconded by Chair Ward to return from executive session and start recording again. Motion carried unanimously.*

*Motion made by Commissioner Rogers, seconded by Chair Ward, to remove Charles Lake from the Entry Level Police Officer Eligibility List. Motion carried unanimously.*

*Motion made by Commissioner Rogers, seconded by Chair Ward, to remove Andrew Kemmerer from the Entry Level Police Officer Eligibility List. Motion carried unanimously.*

### **Request Removal of Candidates–Accountant/Payroll Supervisor**

*Motion made by Commissioner Rogers, seconded by Chair Ward, to remove candidate 52111981 from consideration for the Accountant/Payroll Supervisor position as this candidate does not meet the requirements of the position. Motion carried unanimously.*

### **Qualification of Applications: - Clerk Typist II**

*Motion made by Commissioner Rogers, seconded by Chair Ward, to accept the following applicants for the promotional Clerk Typist II position; Candidates with applicant id's as follows: 47115076, 47825889, and 525996976. The following applicants were rejected; 46173058 and 42147470. Motion carried unanimously.*

### **Qualification of Applications: - Deputy Assessor**

*Motion made by Commissioner Rogers, seconded by Chair Ward, to reject all the applicants for Deputy Assessor for not meeting the requirements of the position. Candidates with applicant id's as follows: 43916885, 31689976, 52504038, 52561135, 52608406, 31548827, 52644458, 52646196, and 52701523. Motion carried unanimously.*

### **Qualification of Applications: - Engineer I**

*Motion made by Commissioner Rogers, seconded by Chair Ward, to reject all the applicants for Engineer I for not meeting the requirements of the position. Candidates with applicant id's as follows: 36459 and 52551965. Motion carried unanimously.*

### **Certification of the Legal Secretary Eligibility List**

*Motion made by Commissioner Rogers, seconded by Chair Ward, to certify the Legal Secretary Eligibility list with an expiration date of February 1, 2024. Motion carried unanimously.*

### **Extension of the Assistant Registrar of Vital Statistics Eligibility List**

*Motion made by Commissioner Rogers, seconded by Chair Ward, to extend the Assistant Registrar of Vital Statistics Eligibility list with an expiration date of March 23, 2024. Motion carried unanimously.*

### **Adjourn**

*Motion made by Commissioner Rogers, seconded by Chair Ward, to adjourn. Motion carried unanimously.*