

CITY OF SHELTON
Civil Service Special Meeting Minutes
December 13, 2016 – 9:30 a.m.
Shelton Civic Center – Meeting Room

Present:

Commission Members: Commissioner John Tarrant, Commissioner John Wiechert

Absent: Commissioner Scott Hilburn

Commission Secretary/Examiner: Vicki Look

City Staff: Police Chief Darrin Moody, Wendy Thompson, Sergeant Virgil Pentz

Meeting Called to Order:

Commissioner Tarrant called the meeting to order at 9:32 a.m.

Approval of Minutes:

The following minutes were reviewed and approved: April 28, 2016, June 2, 2016, and October 19, 2016.

Commissioner Wiechert moved to approve the Civil Service minutes of April 28, 2016, June 2, 2016 and October 19, 2016. Commissioner Tarrant seconded the motion. A vote was taken and the motion passed.

Secretary/Examiner (S/E) Request:

1. Secretary/Examiner Look presented the ranked score list of the top five candidates for the position of Records/Evidence Clerk. She reminded the Commission of the hiring/testing process used to select the top candidates as it was presented at the October 19, 2016 meeting. It included a review of qualifications, a certified typing test, an oral board interview and then an individual interview with the Police Chief. There were a total of nine individuals interviewed and then the list was narrowed down to five. S/E Look requested the Commission to certify the ranked score list.

Commissioner Wiechert moved to certify the ranked score list for the position of Records/Evidence Clerk. Commissioner Tarrant seconded the motion. A vote was taken and the motion passed.

General Discussion:

1. Recruitment for open Civil Service Commissioner position; to be vacated by Scott Hilburn effective December 31, 2016. S/E Look explained that advertising for the vacancy has been on-going and thus far only one letter of interest has been received from Ms. Marilyn Vogler. S/E Look said that we will allow additional time for any other interested individuals to submit a letter of interest before we move forward. Then, a recommendation will be presented to the City Commission for a new Commissioner appointment in the coming weeks.
2. Chief Moody gave an update on newly hired officers as follows:
 - Hector Diaz – Completed academy and his Oath of Office was completed at the City Commission meeting of December 5, 2016.
 - Chuck Taylor – Currently at the academy.
 - Chris Downs – Begins the academy on December 19, 2016.

The Commission thanked the Chief for the update.

Public Comment:

There was no public comment.

Next Meeting Scheduled:

The next quarterly meeting was tentatively scheduled for January 19, 2017, unless other business requiring commission action is identified before that date.

As there was no additional business, the meeting adjourned at 9:54 a.m.

Submitted by: Vicki Look, Secretary/Examiner

APPROVED  Chair