

VERMILION CIVIL SERVICE COMMISSION
Minutes of March 6, 2018
3:00PM ★ City Hall Lower Conference Room (5511 Liberty)

ROLL CALL: K. Lieux; C. Adams; J. Estle
ATTENDING: Gwen Fisher
PRESENT: Mayor Forthofer, Teresa Mosley

Approval of Minutes:

C. Adams MOVED; J. Estle seconded to approve the minutes from the meeting held July 18, 2017. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

New Business:

K. Lieux noted the commission was in receipt of a letter dated January 12, 2018, from Mayor Jim Forthofer relative to his temporary appointment to the classified civil service position of Utility Department Clerk. Presently there is not a current civil service list. It notes that due to the recent departure of Elizabeth Breest, Utility Clerk, Mayor Forthofer interviewed Melanie Wood, a current part time employee that has been assisting the city since June of 2017. Mayor Forthofer had asked Melanie Wood to work as a full-time employee as it was necessary to fill the position since they city is understaffed in this department.

Secondly, K. Lieux noted that Mayor Forthofer submitted an additional letter to the commission on January 24, 2018 as it too was necessary to make a temporary appointment to the classified civil service position of Finance Department Clerk. Presently there is not a civil service list. Due to the recent departure of Jason Watts, Payroll Clerk, Mayor Forthofer interviewed Beth Williamson, a current part-time employee that has been assisting the city since July of 2017.

It is necessary to give a civil service test for the clerk/finance department and clerk/utilities department.

C. Adams MOVED; J. Estle seconded to authorize the clerk to set up the tests to make the list current. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

K. Lieux MOVED; C. Adams seconded to retain Clancy & Associates to administer the Entrance Exam for the City of Vermilion for Administrative and Finance/Building Clerk. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

C. Adams MOVED; J. Estle seconded to adjourn the meeting. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

Gwen Fisher, Certified Municipal Clerk