

CIVIL SERVICE BOARD
AGENDA
Nichols Room
Wednesday, March 11, 2020
5:00 pm

RECORDED

VOLUME _____ PAGE _____

2020 MAR -9 P 3:56

TRUMBULL COUNTY
ATTORNEY
TOWN CLERK

1. Attendance.
2. Minutes: Approval of January 16, 2020 minutes.
3. New Business:
 - Approve eligibility list for the following position:
 - Staff Accountant
 - Civil Engineer
 - Sewer Pump Station Maintainer
 - Assistant TKGK Superintendent
 - Supervisor of Solid Waste and Recycling
 - Request to advertise, recruit and test for the following positions:
 - Youth & Family Counselor
 - Discussion of Director of HR position
4. General Public: Comments and Questions.
5. Any other business that might come before the board.

CIVIL SERVICE BOARD
MINUTES
January 16, 2020

Present: Barbara Skibiski
Ann Langley
Alissa Hall

Also present: Mary Ann Meier, HR Manager and Jim Haselkamp, Director of LR

Meeting was called to order at 5:05 pm by Ann Langley.

MOTION by Ann Langley, seconded by Barbara Skibiski, to accept minutes of October 9, 2019.
VOTE: motion carried 3-0 unanimously.

MOTION by Barbara Skibiski, seconded by Alissa Hall, unanimously passed to approve the eligibility list for the following positions: Admin Support Series I-II-III which includes a separate list for EMS Office Manager, Adult Service Librarian and Civil Engineer. VOTE: motion carried 3-0 unanimously.

MOTION by Ann Langley, seconded by Alissa Hall, unanimously passed to advertise, recruit and test for the Sewer Pump Station Operator position. This position will be based on experience and training at 100% using a scoring method, thereafter, the top five candidates will be interviewed. VOTE: motion carried 3-0 unanimously.

MOTION by Ann Langley, seconded by Barbara Skibiski, to withdraw from the Agenda, the item to advertise and recruit for Greenskeeper. Motion made based on department's desire not to fill that position at this time. VOTE: motion carried 3-0 unanimously.

MOTION by Ann Langley, seconded by Alissa Hall, unanimously passed to advertise, recruit and test for the Staff Accountant position. This position will be based on experience and training at 75% and 25% based on a basic excel assessment examination, thereafter, the top five candidates will be interviewed. VOTE: motion carried 3-0 unanimously.

MOTION by Ann Langley, seconded by Barbara Skibiski, unanimously passed to set dates for 2020 meetings. The meetings will be held on the second Wednesday of each month. VOTE: motion carried 3-0 unanimously.

Alissa Hall MOVED, seconded by Barbara Skibiski to elected Ann Langley as Chairman of the Civil Service Board. VOTE: (2-0-1) Abstain: Langley

Item#5 of the Agenda, Any other business that might come before the board. Alissa Hall moved, seconded by Barbara Skibiski to add to the Agenda the advertising and recruitment of the Assistant Golf Course Superintendent position. This position will be based on experience and training at 100% using a scoring method, thereafter, the top five candidates will be interviewed. VOTE: motion carried 3-0 unanimously.

MOTION to adjourn at 5:41 pm by Barbara Skibiski, seconded by Alissa Hall and unanimously passed.

Respectfully submitted,

Mary Ann Meier