

**CITY OF MONROE
CIVIL SERVICE COMMISSION
MINUTES OF THE SPECIAL MEETING HELD ON FRIDAY, APRIL 25, 2014**



Minutes of the Special Civil Service Commission Meeting held on Friday, April 25, 2014 at 8:30 a.m. in the First Floor Conference Room at Monroe City Hall.

PRESENT: President Vititoe and Commissioner Roberts.

EXCUSED: Commissioner Crutchfield.

OTHERS PRESENT: Tom Ready, Attorney
Peggy Howard, H.R. Director
Charles McCormick, Command Officers President
Michelle LaVoy, Clerk-Treasurer

The meeting was called to order by Commissioner Vititoe at 8:30 a.m.

Appointment of Commission President.

President Vititoe nominated himself to continue to serve as Commission President.

It was moved by President Vititoe and supported by Commissioner Roberts that President Vititoe continue to serve as the President of the Civil Service Commission.

Ayes: 2 Nays: 0

Motion carried.

Public Comments.

Peggy Howard, Human Resources Director spoke in reference to a memo from George Brown, City Manager to the Civil Service Commission regarding the process to fill vacancies for Entry-Level Fire Fighter, Entry-Level Public Safety Officer, Fire Chief and Police. (Memo is attached to Minutes)

Tom Ready, Attorney referred to the Civil Service Manual regarding differences between the recruitment of Police and Fire. He also discussed the intent of the Civil Service Commission.

President Vititoe requested that future items requested by the Civil Service Commission be submitted to the Commission. The Commission requested that the following items be provided to the Commission by the Clerk's Office: a current copy of the Civil Service Manual, an inbox be established in the Clerk's Office for the Commission Members and/or that items be emailed to Commission Members and that a copy of the memo from George Brown, City Manager regarding filling vacancies in the Police and Fire Departments be included with these minutes.

With no other business before the Commission, it was moved by President Vititoe and supported by Commissioner Roberts to adjourn the meeting at 8:53 a.m.

Ayes: 2 Nays: 0

Motion carried.

Michelle J. LaVoy
Civil Service Secretary
April 25, 2014



CITY OF MONROE – CITY MANAGERS OFFICE

Memorandum

Date: April 23, 2014
To: Matthew Vititoe, President/Civil Service Commission
From: George A. Brown, City Manager
Subject: New Eligibility Lists

Please be advised that the Human Resource Department will be undertaking the Civil Service Commission prescribed process for developing a list of candidates eligible to fill anticipated vacancies for the following:

- Entry-Level Fire Fighter
- Entry-Level Public Safety Officer
- Fire Chief
- Police Chief

Once developed, the lists will be submitted to the Commission for review and certification. Currently there are no active lists of eligible candidates for these positions.

We anticipate that with the involvement and cooperation of EMPCO (Testing Agency), the Human Resources Department will have new eligibility lists ready for your approval within the next several weeks.

If you have any questions or concerns, I would be happy to meet with you to discuss.