



Civil Service Commission Regular Meeting – Minutes May 3, 2016

The Marion Civil Service Commission met on Tuesday, May 3, 2016 at 8:18 a.m. in Room 143 at City Hall. Commission members present were Hagen, Mettler, and Rehn. Also present Police Lt. Miller and Patrol Officer King.

Motion by Rehn, second by Mettler to approve the minutes of the April 5 and 12, 2016 meetings. All in favor, motion carried.

Motion by Rehn, second by Mettler to receive and file memo dated May 2, 2016 from Police Chief Daugherty requesting the exhaustion of the certified list for Communications Operator. All in favor, motion carried.

Commission member Rehn asked Lt. Miller why the list is being exhausted so soon. Lt. Miller explained there was only one candidate the department felt would be a good fit. The rest of the candidates either had social issues, a problem with their background checks, or would simply not fit in with the culture. Lt. Miller stated the department invests a lot of time and money into training dispatchers and it would not be wise to hire someone you suspect would not be a good fit.

Motion by Rehn, second by Mettler to exhaust the certified list for Communications Operator. All in favor, motion carried.

Commission Clerk Cairry announced the following hires:

- a. Amal Eltahir – Building Inspector – 4/27/2016
- b. Elizabeth Harder – Communications Operator – 4/29/2016
- c. Adam Herrig – Police Officer – 4/29/2016
- d. Melissa Perry – Permit Technician – 5/03/2016

Commission members reviewed the Seniority List.

Lt. Miller and Officer King left at 9:31 a.m.

Commission members reviewed the Scope of Services regarding hiring a consultant for the recruitment and hiring process for police chief. They requested to speak to City Manager Pluckhahn.

City Manager Pluckhahn arrived at 9:42 a.m. Commission member Mettler asked Pluckhahn where the Civil Service Commission fits in with the process as there is no mention of the Civil Service Commission in the Scope of Services. Pluckhahn stated that he should add a paragraph at the beginning to make it clear to the consulting company that it will be working closely with the Civil Service Commission. The Civil Service Commission should be involved in the majority of the process and help the consultant to develop the candidate profile. Pluckhahn stated the search firm



would do the advertising and the background checks. The commission members thanked Pluckhahn for taking the time to answer their questions.

With there being no further business, Rehn made a motion to adjourn at 10:03 a.m., seconded by Hagen. All in favor, motion carried.