

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
April 17, 2019

Present: Jean Eltrevoog
Phil McNally
Jack Mitchell
Jim Reilly
Rob Schmidt
Rich Burton
Captain Mike Cheatham
Gary Scott
Kim Czyz

Phil McNally called the meeting to order at 12:40 p.m.

Public Comment

None.

Moved by Rob Schmidt, second by Jean Eltrevoog to approve the March 1, 2019 minutes as written. All ayes. Motion passed.

Kim advised the Commission that current eligibility registers for General Labor/Building Maintenance and General Office will expire December 11, 2019. Testing will be scheduled at a future meeting for these classifications.

Kim advised the Commission that no veteran preference points were submitted for the Initial water/wastewater eligibility register.

Moved by Jim Reilly, second by Jack Mitchell to approve the Final Water/wastewater eligibility register as shown below. All ayes. Motion passed.

1. Gordon Koran 70.87

Police Captain Mike Cheatham advised the Commission that the process for pre-employment background investigations has changed. Each applicant will need to have a finger print background performed through the State of Illinois (\$20 fee) and a driving abstract obtained from the Illinois Department of Motor Vehicles (\$12 fee).

Captain Cheatham advised that this same process is now being used for fire department pre-employment background investigations. The City is paying the expense for each.

Moved by Jack Mitchell, second by Rob Schmidt that the City pay the expense for these services for each applicant. Kim will coordinate with the candidates and Captain Cheatham to obtain the necessary reports for the background investigations. This process is effective with the pre-employment screening for the three public works candidates currently in process. All ayes. Motion passed.

The Commission received a request from William Pinter to pass an appointment from the General Labor/Building Maintenance eligibility register, however remain on the current list.

Moved by Phil McNally, second by Rob Schmidt that William Pinter will be granted a one-time pass and remain on the current General Labor/Building Maintenance eligibility register. All ayes. Motion passed.

Moved by Jim Reilly, second by Jack Mitchell to adjourn into executive session at 1:00 p.m.:

Jean Eltrevoog Aye
Jack Mitchell Aye
Phil McNally Aye
Jim Reilly Aye
Rob Schmidt Aye
All ayes. Motion passed.

Reconvene into open session at 1:16 p.m.

Moved Jim Reilly, second by Phil McNally to approve the disciplinary settlement agreement between the City and Aron Moore. All ayes. Motion passed.

Jack Mitchell has advised Mayor Eschbach that after 23+ years of service, he will be retiring from the Civil Service Commission. The City and Commission are grateful to Jack for his years of service and wish him the best in his retirement.

Moved by Jack Mitchell, second by Jim Reilly that Phil McNally be name Chairman of the Civil Service Commission.

Jack Mitchell Aye
Jean Eltrevoog Aye
Jim Reilly Aye
Rob Schmidt Aye
Phil McNally Abstain
Motion passed.

Moved by Phil McNally, second by Rob Schmidt to adjourn the meeting at 1:25 p.m.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

<u>Classification</u>	<u>Expiration Date</u>
Telecommunicator	April 9, 2020
Vehicle Maintenance	December 4, 2020
General Labor/Building Maintenance	December 11, 2019
General Office	December 11, 2019
Water and Wastewater	April 17, 2021