

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
June 18, 2020

Pursuant to Governor Pritzker Executive Order 2020-07 which suspends the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation this meeting will be conducted via teleconference. The published agenda provided instructions for public participation and was posted on the City website.

Participant Instructions

Dial-in number (US): (425) 436-6394 Access code: 444221#

Present: John Armstrong -
 Maribeth Manigold
 Phil McNally
 Jim Reilly – via teleconference
 Rob Schmidt
 Kim Czyz

Phil McNally called the meeting to order at 10:32 a.m.

Public Comment: None

Moved by John Armstrong, second by Maribeth Manigold that the minutes of the May 13, 2020 meeting minutes be approved as written.

Armstrong: Aye
Manigold: Aye
McNally: Aye
Reilly: Aye
Schmidt: Aye

Motion passed.

The Commission received a request from Commissioner Marla Rodriguez to certify candidates to fill a general labor position and a janitor position from the current General Labor/Building Maintenance eligibility register.

The Commission received a request from Commissioner Tom Ganiere to certify candidates to fill one position from the current water/wastewater eligibility register.

Moved by Maribeth Manigold, second by Phil McNally to certify the candidates on the current water/wastewater eligibility register for hire.

Armstrong: Aye
Manigold: Aye
McNally: Aye

Reilly: Aye
Schmidt: Aye
Motion passed.

Moved by Jim Reilly, second by John Armstrong to certify the candidates on the current general labor/building maintenance eligibility register for hire.

Armstrong: Aye
Manigold: Aye
McNally: Aye
Reilly: Aye
Schmidt: Aye
Motion passed.

Phil requested that the following sections from the current Rules and Regulations be included in these minutes:

6.1 a. Character and Fitness - Every applicant must be free of drug or substance abuse, and physically able to perform the duties and responsibilities of the position without creating an unreasonable risk of lifetime obligation on the City.

6.3

- a. Character of Examinations - Examinations for positions in the City of Ottawa shall be constructed as to test fairly the skills, knowledge, abilities, and fitness of persons examined to discharge the duties of the position to which they seek to be appointed, and may consist, as the Commission prescribes, of any appropriate and valid test instruments and measure designated by the Civil Service Commission.
- b. Practical tests of ability to perform the duties of the position such as preparation of reports of memoranda, actual performance of work similar to that of the position involved, or practical, manual, or mechanical tests.

Moved by Maribeth Manigold, second by John Armstrong to adjourn the meeting at 10:56 a.m. All ayes. Motion passed.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

<u>Classification</u>	<u>Expiration Date</u>
Telecommunicator	Exhausted 01/2020
Vehicle Maintenance	August 23, 2021
General Labor/Building Maintenance	March 5, 2022
General Office	March 5, 2022
Water and Wastewater	March 5, 2022