

**CITY OF OTTAWA**  
301 West Madison Street  
Ottawa, Illinois 61350



**CIVIL SERVICE COMMISSION MINUTES**  
December 4, 2013

Present: Jean Eltrevoog  
Phil McNally  
Jack Mitchell  
Rob Schmidt  
Kyle Stephens  
Jennifer Scheri (IVCC)  
Chief Brent Roalson  
Bob Shull  
Kim Czyz

Kyle Stephens called the meeting to order at 11:15 a.m.

Moved by Jack Mitchell, second by Phil McNally to approve the minutes of the October 24, 2013 meeting as written. All ayes. Motion passed.

Director of Public Works Bob Shull advised the Commission that OSF St. Elizabeth's occupational division has begun the process to establish a physical agility screening for public works employees. The screening criteria should be complete sometime in January.

Jennifer Scheri from IVCC reviewed the testing process recently completed for General Labor/Building Maintenance, General Office, Water/wastewater and Vehicle Maintenance.

Since no passing scores were achieved on the Vehicle Maintenance exam, the exam will be administered again in late January. IVCC will modify the test questions, keeping the content the same.

Moved by Kyle Stephens, second by Jean Eltrevoog to award five (5) Veteran Preference Points to the test score of Caleb Anderson for all classifications. All ayes. Motion passed.

Chief Roalson advised the Commission that a Telecommunicator has resigned.

Moved by Jack Mitchell, second by Rob Schmidt to offer a telecommunicator position to the next eligible candidate on the current Telecommunicator Eligibility Register. All ayes. Motion passed.

The meeting adjourned at 12:10 a.m. All ayes.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

**Eligibility List Summary**

**Classification**

**Expiration Date**

|                                    |                    |
|------------------------------------|--------------------|
| Telecommunicator                   | September 20, 2014 |
| Vehicle Maintenance                | October 20, 2013   |
| General Labor/Building Maintenance | December 4, 2015   |
| General Office                     | December 4, 2015   |
| Water and Wastewater               | December 4, 2015   |