

RECORD OF PROCEEDINGS
MADISON TOWNSHIP CIVIL SERVICE
COMMISSION MEETING MINUTES

Minutes of

Meeting

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National Graphics Corp., Cols., O. Form No. 1097

Wednesday, February 8, 2017

5:00 p.m.

Held

19

Chief Byers opened the Madison Township Civil Service Commission Meeting at 5:00pm with the following people present: Chief Matthew Byers, Ms. Wendy Gluvna, Mr. Evan Francis, Mr. Jason Fairchild, and Mrs. Michele Howell.

A motion was made by Mr. Fairchild to nominate Mr. Francis for Chairman, seconded by Ms. Gluvna.

Roll call: All "Ayes."

A motion was made by Mr. Fairchild to nominate Ms. Gluvna for Vice-Chairman, seconded by Chairman Francis.

Roll call: All "Ayes."

A motion to re-appoint Mrs. Michele Howell as the Secretary for the Civil Service Commission was made by Chairman Francis, seconded by Ms. Gluvna.

Roll call: All "Ayes."

A motion to set the Civil Service Commission monthly meeting as the first (1st) Thursday of each month at 5pm was made by Chairman Francis, seconded by Mr. Fairchild.

Roll call: All "Ayes."

The Organizational portion of the Civil Service Commission Meeting was closed.

The Regular Civil Service Commission Meeting was called to order at 5:02pm, with all members still present.

A motion was made to approve the minutes from the December 27, 2016 Meeting by Mr. Fairchild, seconded by Ms. Gluvna.

Roll call: All "Ayes."

Chairman Francis stated that the second item on the agenda for the evening is the Eligibility List from the January 21, 2017 Entrance Exam. He stated that the Eligibility List was prepared by Mrs. Howell and Chief Byers, and has a listing of all test takers, the individual scores, and prior Madison Township Police credit for Jeffrey Butram, bonus points for either military or police, and the final score. Mr. Fairchild asked what is included in the Bonus Points column. Chief Byers stated that the bonus points are denoted with an "M" for Military or "P" for Police. He also added that each carries a twenty percent (20%) bonus calculation from the original test score, which is then added to the original test score to arrive at the final score. Chairman Francis asked how Jeffrey Butram's score was calculated. Chief Byers stated that it is a new section to the Rules and Regulations that provides additional points if an individual currently works for the Madison Township Police Department. He informed the Board that Mr. Butram has been with the Madison Township Police Department part-time for over two (2) years, so he received four (4) additional points added to his original score. Mrs. Howell interjected that his twenty percent (20%) bonus was calculated on his original score, **not** the score with the Madison Township Police Department credit. Ms. Gluvna asked if the scores are provided to the applicants. Mrs. Howell stated that each applicant will be mailed a letter informing them of the test score on the Entrance Exam. She also added that the Eligibility List will be posted on the township website, as well as on the community board here at Township Hall. Chief Byers stated that if an individual called and asked for their score it would be provided to them.

Chief Byers informed the Board that at this point he does not plan to do anything with the Eligibility List. He stated that he just wanted to have a current certified list so when an occasion arises the department is prepared.

A motion to certify the Eligibility List was made by Mr. Fairchild, seconded by Ms. Gluvna.

Roll call: All "Ayes."

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Mrs. Howell asked the Board for their input on how they would like to see the amendments to the Rules and Regulations noted. The Board and Chief Byers discussed and agreed to have the Revision Date noted in the footer. Mrs. Howell provided the Board and Chief Byers with the updated Revision information. Mr. Fairchild questioned whether or not the changes to the Rules and Regulations needed to be tracked. Mrs. Howell stated that she would create a spreadsheet log for the amendments. The Board and Chief Byers discussed and agreed to have a log of any changes to the Rules and Regulations noting the meeting dates, Trustees' approval/Resolution, effective date of changes, and a brief description of the changes. Mrs. Howell informed the Board and Chief Byers that she also added the Trustees' Resolution number in the footer.

Chief Byers reminded the Board of the Promotional Test that will be conducted on Saturday, February 11, 2017 at 11am. Chief Byers informed the Board that after the Promotional Exam test results are in there will be a meeting for the Board to calculate seniority points and to add the interview points to each test score. He also informed the Board that he and Mrs. Howell will calculate the seniority points ahead of time for the Boards review/approval at the next meeting.

There being no further business before the Board, a motion to adjourn the meeting was made by Mr. Fairchild, seconded by Ms. Gluvna.

Roll call: All "Ayes."

The meeting was adjourned at 5:28pm.

Evan Francis

Evan Francis, Chairman

Michele Howell

Michele Howell, Secretary