

**CITY OF SHELTON**  
**Civil Service Special Meeting**  
**August 16, 2018**  
Shelton Civic Center Meeting Room

**Present: Commission Members:** Commissioner John Tarrant, Commissioner John Wiechert; Commissioner Vogler was excused.

**Commission Secretary/Examiner:** Mari Herold/Vicki Look

**City Staff:** Police Chief Darrin Moody

**Meeting Called to Order:** Commissioner Tarrant called the meeting to order at 9:30 AM

**Approval of Minutes:** The following minutes were reviewed and approved: *June 27, 2018*

**Chairperson, John Tarrant** requested that Item #4 below be added to the Agenda Staffing requests:

Item #4. Request the Commission to certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.

*After brief discussion, a motion was made, and seconded; a vote was taken and the motion passed.*

**Old Business**

1. **Commissioner Tarrant** requested the Commission to select a new Chair and Vice Chair for the Commission.

*After brief discussion, motions were made, and seconded; a vote was taken and the motions passed, to appoint Marilyn Vogler as the Civil Service Commission Chairperson, and John Tarrant as the Commission Vice Chairperson.*

2. **Secretary/Examiner** reported that a certified list was valid for 30 days, and that Per Civil Service Rules 4.01 AMENDMENTS OF RULES. "The Commission may amend these rules or adopt new rules by majority vote of the Commission at any regular or special meeting of the Commission."

*After brief discussion, the Commissioners agreed to move item forward to next meeting agenda for discussion, regarding extending certification for additional days.*

**Secretary/Examiner (S/E) Requests:**

1. Secretary/Examiner requests Staff requested the Commission to amend Shelton Civil Service Rule 9.09 DURATION OF CERTIFICATION.

Certification shall be in effect for ~~thirty (30)~~ sixty (60) days from its date of issuance. The appointing authority must file a report of any appointment from such certification with the Secretary/Examiner. Upon request, the Secretary/Examiner may extend such certification for additional 30-day periods. Expiration of eligibility shall not cancel the validity of a certification.

*After brief discussion, a motion was made, and seconded; a vote was taken and the motion passed.*

2. Staff requested the Commission to certify the eligibility list for the position of Sergeant for the City of Shelton.

*A brief discussion ensued wherein a typographical error was noted; a request was made to confirm that the error does not affect the ranking. A motion was made, and seconded; and a vote was taken and the motion passed to certify the eligibility list for the position of Sergeant, subject to review and confirmation that the final ranking of candidates does not materially alter the final ranking*

3. Staff requested the Commission to certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.

*After brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to certify the eligibility list for the position of Lateral Police Officer.*

**Other Business:**

1. Secretary Herold provided a handout with general information and definitions of Eligibility Lists and Certification as defined in the Shelton Civil Service Rules. The Commission requested the information be added to the Civil Service information on the City website.
2. Secretary Herold provided information on the upcoming annual Civil Service Conference.
3. Chief Moody reported on upcoming staff retirements, and potential open positions.


**Public Comment:** There was no public comment.

**Next Meeting Scheduled:** The next meeting will be announced.

The meeting was adjourned at 9:55 AM

Submitted by: Mari Herold

APPROVED



Chair Marilyn Vogler