

**CITY OF WESTLAND
CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
May 31, 2022**

Meeting called to order at 4:00 p.m. in Community Room C at City Hall,
36300 Warren Road, Westland, MI.

Present: Chair Steven Misiak, Vice Chair Timothy Gilbert and Patricia Neal, Commissioner
Also present: Stephani Field, HR Director and Nicole Kolar, Deputy Director, Personnel

Approval of Agenda:

Neal made a motion to approve the agenda, Gilbert seconded. Motion carried.

Approval of Minutes:

Neal made a motion to approve the February 22, 2022 Special Meeting Minutes; Gilbert seconded.
Motion carried.

New Business

1. Gilbert made a motion to approve establishing a Civil Service Commission Clerical and Laborer Eligibility list, allowing Personnel to determine dates for receiving applications & testing; to test a max of 100 applicants; to interview 15-20 candidate per day; to set interviews for July 20, 2022 and July 21, 2022; to set a minimum test score of 65% to move candidate to oral interview; to award an additional 5% to laborer candidate's overall score for possessing a valid CDL;
Neal seconded.
Motion carried.
2. Discussion on Civil Service Clerical application and testing process to be discussed at next meeting.
3. Neal made a motion to cancel the June 22, 2022 Regular Civil Service Commission meeting with a Special Meeting of the Civil Service Commission to be scheduled following July 21, 2022 Civil Service Laborer Interviews. Date TBD.

Old Business

There is no old business

Citizen Comments

There were no citizen comments

Adjournment

Misiak moved, Gilbert seconded to adjourn the meeting at 4:18 p.m.
Motion carried

Respectfully submitted,



Stephani S. Field
Human Resource Director