

**CITY OF WESTLAND
CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
August 11, 2021**

Meeting called to order at 3:58 p.m. in Community Room C at City Hall, 36300 Warren Road, Westland, MI.

Present:

Chair, Patricia Neal

Vice Chair, Steven Misiak

Commissioner, Timothy Gilbert

Also present: Stephani Field, HR Director - Westland, Michigan

Nicole Kolar, HR Deputy Director – Westland, Michigan

Approval of Agenda:

Gilbert made a motion to approve the agenda, Misiak seconded.

Motion carried.

Approval of Minutes:

Misiak made a motion to approve the May 12, 2021 Regular Meeting Minutes; Gilbert seconded.

Motion carried.

New Business

1. Misiak made a motion to approve the reappointment of Commissioner Timothy Gilbert for a three year term ending July 18, 2024, Neal seconded. Motion carried.
2. Misiak made a motion to confirm the Chair (Neal) and Vice Chair (Misiak) positions, Gilbert seconded. Motion carried.
3. HR Deputy Director, Nicole Kolar, updated the CSC on the status of the Laborer and Clerical Lists.
4. Misiak motioned to extend the Clerical list expiration date from 9/2/21 to 2/28/22; Gilbert seconded. Motion carried.
5. Misiak motioned to extend the Laborer list expiration date from 11/11/21 to 2/28/22; Gilbert seconded. Motion carried.
6. The CSC will begin the application process to create a new Laborer List. Application acceptance window will be 30-45 days. CSC agreed to test a maximum of 75 qualified applicants. Dates for CSC interview were tentatively set to be 2/15/22-2/17/22. The minimum test score to move forward will be determined at the next regular meeting in November once the CSC has reviewed the Laborer test. The number of extra points for having a CDL will also be determined at the next regular meeting in November.

Old Business

None at this time

Citizen Comments

There were no citizen comments

Adjournment:

Misiak moved, Gilbert seconded to adjourn the meeting at 4:22 p.m.

Motion carried

Respectfully submitted,

A handwritten signature in blue ink that reads "Stephani S. Field". The signature is written in a cursive style.

Stephani S. Field

Human Resource Director