

CITY OF MILTON

CIVIL SERVICE COMMISSION

March 9, 2020

AGENDA

Call to Order

Meeting called to order at 6:02pm

Roll Call

Commissioners present: Alan, Jack, Francis

Commissioners absent: Joseph

Agenda Additions and/or Deletions

None

Minutes Addition and/or Deletions

None

Approval of Previous Minutes

1. Approval of January 13th minutes
 - a. **January 13th meeting minutes approved with no discussion.**
 - b. **Motion to approve minutes by Jack; Seconded by Francis. Approved 3-0.**

Agenda

- 1) Certify Lateral List
 - a. **Secretary introduced applications received since previous meeting and general background of applicant added to the list.**
 - b. **Motion to certify list by Francis; Seconded by Jack. Approved 3-0.**
- 2) Review wording of Question 10 on Lateral Skills Inventory
 - a. **Commission reviewed the wording of Question 10. Secretary noted that several applicants have mistaken “instructor certifications that you may have” to mean something different than what was intended. Secretary suggested a revision of that question.**
 - b. **Change proposed:**
 - i. **Original: Please list any instructor certifications that you may have.**
 - ii. **Replaced with: Please list all areas/skills in which you have certification as an instructor.**
 - c. **Motion to make change in rules by Francis; Seconded by Jack.**
 - i. **Discussion:**
 1. **Change will clarify desired skills of applicants**
 2. **Rules allow for Secretary/Examiner to reject applications that are incorrectly filed – a goal is to reduce likelihood of that.**

