

**MEETING OF THE WHITEHALL CIVIL SERVICE COMMISSION**  
**January 14, 2021 (Virtually)**

Those present: Commission Chair Tina Craft, Commissioner Yvonne Fetters,  
Commissioner Rose Handon, Commission Secretary Tracy Wentz

- A. Chair Craft called the January meeting of the Civil Service Commission to order at 5:08 pm
- B. The commission members reviewed November's meeting minutes.
  - a. The motion to accept the minutes was carried by a quorum of members
- C. Commissioner Handon motioned for Yvonne Fetters to be named the Civil Service Commission Chair for 2021. Current Commission Chair Craft seconded the motion. The motion passed unanimously.
- D. One individual needed to be removed from the Police Officer Eligibility list. The name and reason for removal are included on a memo from Deputy Chief Kelso dated November 18, 2020.
  - a. The motion to remove the individual was carried unanimously
- E. Next was discussion over the upcoming Fire Lieutenant and Captain promotional processes including dates, applicants and possible location
- F. Miscellaneous topics covered
  - a. Starting of 2 new Police Officers
  - b. Status of Police Lateral Transfer applicants
  - c. Police Records Clerk posting updates
  - d. Hiring of Permit Specialist and Chief Building Official
  - e. The resignation of the Human Resources Director
  - f. Promotion of HR Generalist to Human Resources Director
  - g. Upcoming talks with Fire Department about Lateral Transfers
  - h. Retirement of Police Sergeant at end of month
  - i. Commissioner Handon thanked Commission Chair Craft for the excellent job she did in 2020 and thanked Commissioner Fetters for her leadership in the upcoming year.
- G. As there was nothing further, the meeting was adjourned at 5:35 p.m. with Commissioner Handon motioning and Commissioner Craft seconding that motion.
- H. I hereby certify that the foregoing is a true copy of the proceedings of the Whitehall Civil Service Commission held January 14, 2021.

Tracy Wentz  
Civil Service Secretary  
Director of Human Resources