

**CITY OF WESTLAND - CIVIL SERVICE COMMISSION**  
**REGULAR MEETING MINUTES**  
**December 14, 2022**

Meeting called to order at 4:06 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,  
Absent: All present

Also present: Stephani Field, HR Director and Nicole Kolar, Deputy Director, Personnel

**Approval of Agenda:**

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

**Approval of Minutes:**

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

**New Business**

1. Updated Commissioners on the Laborer Eligibility List and Clerical Eligibility List.
2. Neal made a motion to approve the application, testing and interview process to create a Civil Service Commission Laborer Eligibility List as follows;
  - a. Dates to accept application and resumes (posting dates) – January 2023
  - b. Number of qualified applicants to test – no limit
  - c. Dates for CSC Interviews – February 15, 2023 and/or February 16, 2023
  - d. Minimum test score for applicant to move forward to verbal interview process – 65%
  - e. Approval to award additional points for Laborer applicant possessing a current valid CDL at time of interview – 2%

Gilbert seconded.

Motion carried.

3. Gilbert made a motion to approve the Civil Service Commission 2023 Regular meeting dates as follows:

March 15, 2023; June 21, 2023; September 20, 2023; December 20, 2023

Misiak seconded.

Motion carried.

**Old Business**

There is no old business

**Citizen Comments**

There were no citizen comments

**Adjournment**

Misiak moved, Neal seconded to adjourn the meeting at 4:18 p.m.

Motion carried

Respectfully submitted,



Stephani S. Field, Human Resource Director