

# Police Civil Service Commission

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## Meeting Minutes

**December 09, 2014 1:00 pm**

City Hall Elm Room, 2660 Civic Center Drive  
Roseville, Minnesota 55113

### **Commissioners Present:**

Chairperson Brad VanderVegt, Commissioner Janet Henquinet and Recording Secretary Zoe Jenkins

### **Others Present:**

Chief Rick Mathwig

1. The meeting was called to order by Chairperson VanderVegt at 1:00PM.
2. The Agenda for today's meeting was amended and approved.
3. The minutes of the August 8, 2014, meeting were reviewed and unanimously approved.
4. Chief Mathwig presented the Officer Hire List, Winter, 2014 for the commission's certification. Chief Mathwig reviewed the qualifications, experiences, and present employment for each candidate. The internal hiring process qualified 7 excellent candidates. Chief Mathwig felt each individual would be an excellent hire. There is currently one position available. It was moved and seconded that the Officer Hire List be certified. The list was certified.
5. Other business: Commissioner Henquinet described to the Commission how she would like to reorganize the present Police Civil Service Commission handbook. She felt that it could be made more "user friendly". The Commissioners and the Chief applauded her willingness to take on this task. All agreed to help her as needed.
6. Chief Mathwig provided an update since our last meeting. The candidate certified at that meeting has been hired.
7. There being no further business the meeting was adjourned at 1:25PM.

Respectfully submitted,  
Zoe Jenkins  
Recording Secretary  
August 11, 2014