

**CITY OF FRANKLIN
CIVIL SERVICE SUB-COMMITTEE MEETING MINUTES
December 21, 2015**

- I. The December 21, 2015 Civil Service Sub-Committee Meeting was called to order at 11:35 a.m. in the Alderman's Room of City Hall. Members present were Brunner and Barber. Human Resources Coordinator Zahn was also in attendance.

- II. Approval of the Minutes from December 2nd, 2015.

Motion by Member Barber and seconded by Member Brunner to approve the minutes from 12/2/2015. Motion Carried: Ayes – All.

- III. Approval of an External Hiring List for the position of Public Health Nurse.

Motion by Member Brunner and seconded by Member Barber to certify the 2 applicants that meet the minimum requirements of the job and submitted their application prior to the deadline. Motion Carried: Ayes – All.

- IV. Approval of an Internal and External Hiring List for the position of Secretary.

Motion by Member Barber and seconded by Member Brunner to approve the 1 applicant on the internal transfer list and the applicants above the gray line on the external applicant list. In addition, if additional applicants submit timely applications that meet the minimum requirement, in the opinion of the HR Coordinator, these applicants can be added to the above listing.

- V. Upcoming Agenda Items and Next Meeting Date

No additional meetings needed at this time.

- VI. Adjournment

Motion by Member Brunner and seconded by Member Barber to adjourn at 11:38 a.m. Motion Carried: Ayes – All.