

**CITY OF FRANKLIN
CIVIL SERVICE SUB-COMMITTEE MEETING MINUTES
May 16, 2023**

- I. The May 16, 2023 Civil Service Sub-Committee Meeting was called to order at 2:00 p.m. in the Alderman's Room at City Hall. Members present were Member Traynor, Alderman Barber and Human Resources Manager Zahn. Chair Wikel was absent.
- II. Approval of the Minutes from the 4/4/2023 meeting.

Motion by Member Traynor and seconded by Alderman Barber to approve the 4/4/2023 minutes as written. Motion Carried: Ayes – All.
- III. Approval of an External Hiring list for the position of Community Service Officer

Motion by Member Traynor and seconded by Alderman Barber to certify the 3 applicants for Community Service Officer. Motion Carried: Ayes – All.
- IV. Approval of an External Hiring list for the position of Cashier/Clerk.

Motion by Member Traynor and seconded by Alderman Barber to approve all applicants that applied prior to the deadline. Motion Carried: Ayes – All.
- V. Approval of an External Hiring List for the position of Administrative Assistant

Motion by Member Traynor and seconded by Alderman Barber to certify the applicants that met the qualifications and that applied prior to the deadline. Motion Carried: Ayes – All.
- VI. Upcoming Meeting Dates
- VII. Adjournment

Motion by Member Traynor and seconded by Alderman Barber to adjourn the meeting at 2:05 p.m. Motion Carried: Ayes – All.