

**CITY OF FRANKLIN  
CIVIL SERVICE SUB-COMMITTEE MEETING MINUTES  
September 18, 2017**

- I. The September 18, 2017 Civil Service Sub-Committee Meeting was called to order at 4:30 p.m. in the Alderman's Room of City Hall. Members present were Member Brunner, Alderman Barber and Alderman Dandrea. Human Resources Coordinator Zahn was also in attendance.
- II. Approval of the Minutes from 8/10/2017  
  
Motion by Alderman Barber and seconded by Alderman Dandrea to approve the 8/10/2017 minutes as written. Motion Carried: Ayes – All.
- III. Approval of an Internal Hiring List for the position of Administrative Assistant  
  
Motion by Alderman Barber and seconded by Member Brunner to approve 1 internal applicant that applied for Administrative Assistant (transfer applicant). Motion Carried: Ayes - All.
- IV. Approval of an External Hiring List for the position of Administrative Clerk  
  
Motion by Alderman Dandrea and seconded by Alderman Barber to certify the 84 applicants that submitted a timely application and meet the minimum qualifications/availability for the position. Motion Carried: Ayes – All.
- V. Upcoming Business and Meeting Date  
  
No Action Taken
- VI. Adjournment  
  
Motion by Alderman Barber and seconded by Alderman Dandrea to adjourn at 4:37 p.m. Motion Carried: Ayes – All.