

## **South Whitehall Township Civil Service Commission 2023 Annual Report to the Board of Commissioners**

Commission Members:

Vincent Quinn – Chairman, CSC  
Phillip Ingram – Vice Chairman, CSC Member  
Shoukat Mughal, CSC Member  
CSC Alternate Member – Adeel Ahmad (Alternate)  
CSC Alternate Member - Open

Article II, section 13 requires that the Commission submit an annual report to the Board of Commissioners summarizing the scope of work for the previous year. The language presented in section 2.13 provides as follows:

*The Commission shall make an annual report to the Board of Commissioners containing a brief summary of its work during the year. The annual report shall be available for public inspection and shall include a full accounting of any expenditures of public monies.*

This report is not intended to reproduce the minutes taken at each meeting; rather it will broadly summarize the major tasks undertaken during the course of the year.

### Staffing Addition

The SWT Civil Service Commission experienced the departure of the Chair, Scott Hoke, in September of 2022. Vice Chair Philip Ingram assumed the role of acting chair for the remainder of the calendar year pending reorganization in 2024. Shoukat Mughal was appointed to replace Mr. Hoke's position on the Commission. In addition, Adeel Ahmad was appointed to serve as an alternate civil service commission member in May of 2023.

The Commission currently has a remaining vacancy as an alternate member. The members of the Commission would like to thank the members of the Board of Commissioners for their diligence in filling one of the two vacancies and would encourage them to continue the search for the fifth member of the Commission.

The Commission reorganized at the start of its January 10, 2024 meeting. Vincent Quinn was elected by the Commission members to serve as the Chair, and Philip Ingram was elected to serve as the Vice Chair. It is anticipated that the above individuals will remain in these positions throughout 2024.

### Approval of Testing Process & Certification of Eligibility Lists

During 2023 the Commission authorized the department to initiate the testing process for new officers on one occasion and certified the list of eligible candidates in connection with the eligibility list. The members of the Commission did want to make the Board of Commissioners

aware of the fact that the need for testing has continued to be robust as is the competition between municipalities for quality entry-level police officers.

The members of the Commission have discussed and examined the difficulties associated with the hiring process on a number of occasions. Unfortunately, the legislative structure/restrictions contained in the First Class Township Code mandate a restricted/rigorous process. The Commission explored additional options through both the current legislated process and potential changes to that process. A product of those discussions culminated in the Commission suggesting changes to the hiring process within the existing legislative structure so that the Township can effectively proceed through each eligibility list within the confines of existing law. The Commission wishes to express its thanks for the cooperation of the Board of Commissioners during this process.

#### Approval of the Promotional Testing Process & Certification of Eligibility Lists

In addition to the cycle for entry-level appointments, the members of the Commission approved the initiation of the promotional testing process for the ranks of Sergeant, Lieutenant, and Captain in 2023. Those processes were also completed in 2023 as well.

#### Meeting Dates for 2024

At its meeting in November of 2023, the members of the Commission approved the meeting dates for 2024. We have settled on the Wednesday before the Board of Commissioners meeting. The dates are presented below:

- January 10, 2024
- February 14, 2024
- March 13, 2024
- April 10, 2024
- May 8, 2024
- June 12, 2024
- July 10, 2024
- August 14, 2024
- September 11, 2024
- October 9, 2024
- November 13, 2024
- December 11, 2024