

CIVIL SERVICE COMMISSION

Meeting Minutes of July 11, 2017

The meeting was called to order at 1:00 pm.

Present: Thomas Majeski, Thomas Kicher and Gloria Majeski. Carolyn Patton was absent and was extended a speedy recovery from surgery.

The Minutes of the Meeting of May 23, 2017, were approved as distributed.

Meeting Discussion and Work Session

The Final Lists of Police and Fire Fighter applicants were reviewed. Extra credit points for Military Service, Educational Degrees and Part-time service to Willoughby Hills were verified and added to the Exam Scores. August 31, 2017, was used as the deadline for determining the total time for Part-time service to Willoughby Hills.

A Motion for approval of the Police Application Eligibility List was made, seconded and approved by a vote of 2 yes, 0 no and 1 absent. A Motion for approval of the Fire Fighter Application Eligibility List was made, seconded and approved by a vote of 2 yes, 0 no and 1 absent. The Final Lists of Candidates will be posted by the I.D. Numbers assigned during the written test.

A brief discussion was held covering the "lessons learned" from this testing experience. The Civil Service Commission will prepare an Information Sheet summarizing the testing procedure and evaluation process used for establishing the Eligibility List for applicants to the Classified Services in Willoughby Hills. The document will be distributed with the application materials for future tests.

Old Business

Tom Majeski presented a brief report summarizing the progress in vetting the final candidate for the position of Building Commissioner. The candidate is in the process of updating his Ohio Licenses and is expected to complete this task by July 15, 2017.

New Business

Tom Kicher presented a brief report summarizing the progress in vetting the final candidate for the position of Fire Chief. The vetting process used to date was reviewed and discussed.

Public Portion

A brief discussion on the revisions to Section IV of the Civil Service Rules was conducted. After reviewing the public posting, Gloria Majeski offered comments to improve the documentation and avoid any possible confusion. The proposed document uses Section 5.5 of the City Charter as an introduction and follows with the new Section IV of the CSC Rules. A revised document will be discussed at the next regular meeting of the Civil Service Commission.

Set Date for Next Meeting

The date for the next meeting of the Civil Service Commission will be established at a later time.

Adjournment

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

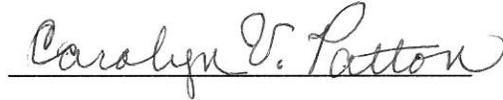


Thomas P. Kicher

Approved:



Thomas Majeski, Chairman



Carolyn Patton, Secretary