

**CIVIL SERVICE COMMISSION**  
**Meeting Minutes of January 25, 2017**

**Meeting called to order at 3:00 pm.**

**Present: Tom Majeski, Tom Kicher, Janet Majka, Mayor Weger, Chief Collins, Carolyn Patton and Larry Borodkin, PRADCO Presenter**

**PRESENTATION BY Mr. Larry Borodkin for PRADCO Testing Service**

**Mr. Borodkin presented the service of PRADCO in varied assessment areas of need, including: Entry Level assessment, Promotional assessment.**

**Questions to clarify and assess this service were asked and answered.**

**This presentation was very insightful and responded to the varied levels of need for police and fire departments.**

**OLD BUSINESS**

**Tom Majeski reviewed the Job Application and the CSC members agreed that none of the components of the application were not redundant and that it was ready to be sent to the Law Director for approval.**

**Mayor Weger and Tom Majeski explained the Federal Grant Process: Grants are paid for three years and following this, the City assumes the cost.**

**Mayor Weger explained that the City considers the background check and psychological testing important and any further testing needed would be given by Back Track and in the Psychological Evaluation (noted in CSC Appendix #2).**

**Tom Majeski proposed that Council pass ordinances regarding these hiring issues: Issue One: background investigation, Issue Two: Medical Exam be part of the process and presented to Council before an**

offer was made and considering the HPPA rules and in Executive Session,

Issue three: Tom Kicher stated that CSC does not sign off on the applicant until the BCI and other documentation be in place. CSC has generated a check list for this purpose and for accuracy.

Tom Majeski noted that the City Council ordinance may be in violation of the Ohio Ethics Code ( definition of “family”) and the Willoughby Hills City Charter.

CSC needs to send a letter to appraise Council proposed legislation.

Next meeting set for February 9, 2017.

Meeting adjourned at 5:00 p.m.

Respectively submitted,



Carolyn Villar Patton

Date: 3-26-17



Tom Majeski 3-26-17  
Tom Majeski Date



Tom Kicher 3-27-17  
Tom Kicher Date

**Attachments:**

- PRADCO Information
- Letter to Law Director
- Employment Application & Amended copy
- Amended Appendix #2