

CIVIL SERVICE COMMISSION
Meeting Minutes of February 23, 2017

Meeting called to order at 3:02 p.m.

Present: Mayor Weger, Debbie Doles, Janet Majka, Tom Lobe, Tom Majeski, Tom Kicher, Carolyn Patton

OLD BUSINESS: The minutes from the meeting of January 25, 2017 were read and it was determined that several corrections were needed. These minutes will be corrected and presented at the next meeting for approval and signatures.

Job Application: CSC members checked the application and clarified certain components of the document, ie., job history of applicant. Tom Majeski explained that he spoke to the Law Director, Tom Lobe, about requesting information from a previous employer regarding the applicant's job history. Mr. Lobe said this was legal as long as the inquiry was for the purpose of clarification. The format for this section of the job application was adjusted for ease in completing. The references were changed from three to five. These applications will be on file for one year.

Tom Kicher questioned if these applications were the property of the City of Willoughby Hills. Tom Majeski clarified this concern by stating that these applications were the property of the City.

The CSC members were in agreement that the Job Application was completed and ready to be submitted to the Law Director for approval.

Appendix 2 of the Commission Regulations and the Job Application were discussed in answer to Debbie Doles' questioning of the steps involved in the hiring process. Tom Majeski responded, but this issue needs further discussion, input and clarification.

Job Description Update: As per request, a letter asking for job description updates was submitted the last of January and, to date, there has been no response; thus, it is concluded that there are no changes to be made. One exception is that in the Fire Department there is no Captain position and that these responsibilities were given to the Lieutenant position. The Secretary of CSC will request an update in the job description for this position.

NEW BUSINESS

Chief Collins is not interested in any candidate from the current Police Candidate list; thus, the CSC will terminate the current list and set dates for the testing of new candidates to generate a new list. All agreed.

Tom Lobe, Law Director, discussed ordinance 2017-11: Home Rule vs. State Rule, in Civil Service issues.

Regarding the letter sent to City Council, it was stated that if the rulings by Council were opposed in the Charter, this would not be acceptable.. However, if the rulings were in accord with the Charter, then this would be acceptable.

Issues of conflict in the hiring procedure (see Appendix 2 of the CSC regulations) between Council and the Civil Service Commission concerning classified and non--classified personnel, were discussed. Janet Majka, City Council, explained that Council wants more information on hiring practices and process: thus, the checklists, created by the CSC, would facilitate and assist in solving this issue. The role of the CSC is apparently an issue, but, was tentatively clarified in the letter from CSC to Council. Issues cluster around CSC responsibilities: vetting classified and non-classified personnel,, personnel status from unclassified to classified, Communication among CSC, Council and the Appointing Authority, and the vetting process. Input from all present indicated that there was a need to communicate more effectively on these issues, with the parties concerned. The resolution of these problems could be improved by the sharing of the Job Application Checklist for each candidate and a resolution or ordinance from Council mandating updates from the CSC that render information as to the progress in the vetting and hiring process. All present agreed to this tentative resolution in fulfilling the expectations of City Council. Janet Majka indicated she would report the information discussed to the City Council Committee to which she belongs. All agreed that this would be a good communication step between City Council and the Civil Service Commission.

Previous hiring experiences were the basis for the aforementioned issues.

The regulations in CSC will now include unclassified personnel.

It is noted that any report to Council and in following HPPA confidentiality rules, need to be presented orally in Executive Session.

No meeting date was set, pending the Police Exam scheduling of dates and the public notice time frame.

Respectfully submitted,

Carolyn Villar Patton
Carolyn Villar Patton, Secretary Date: 3/24/17

Chairman: *Thomas Majeski* Vice Chairman *Thomas P. Kicher*
Thomas Majeski Date 3/24/17 Thomas Kicher Date 3/24/17