

**CIVIL SERVICE COMMISSION**  
**Meeting Minutes of March 24, 2017**

Meeting called to order at 3:00 p.m.

Present: Thomas Majeski, Thomas Kicher, Mayor Weger, Gloria Majeski, Carolyn Patton

**OLD BUSINESS:** Gloria reported the efficacy of the Job Application Checklist: the list was very useful for the accuracy of the process. Thomas Kicher indicated that this Job Application Checklist should be amended with a signature line at the point where the candidate is cleared for a conditional employment offer.

Gloria reported that Chief Collins wanted to drop the candidate list after one year. Tom Majeski indicated the Chief is not interested in hiring any of the candidates from the current list and will send notification that he requests it to be exhausted.

Thomas Kicher suggested special training for the Human Resource person. He suggested that Dr. Cosner, who administers the Psychological test, should submit a summary recommendation indicating the suitability of the candidate under consideration to be hired.

The conditional job offer is subject to the Willoughby Hills hiring procedures, approval by the appointing authority and approval by City Council, if applicable.

It was mentioned that the problem with the proposed ordinance (Ordinance 2017-11) is that the medical records are protected by federal law.

It was noted that there needs to be a 30 day public posting of the Job Application Checklist and copies sent to Department Heads.

City Council will ask the Mayor to show where conflict exists between the Charter and the Ohio Civil Service Regulations. Discussion followed as to who has the responsibility for the records.

At the last meeting, the Law Director, Tom Lobe, said that the psychological test and the BCI are for new employees. A question arose how this testing applies to current employees. This will be given to the Law Director for input.

**NEW BUSINESS**

The Police and Fire Testing will tentatively be scheduled for Saturday, May 20<sup>th</sup>, 2017 or Saturday, June 3, 2017. Gloria will find out what dates are available at the Willoughby Eastlake School of Innovation, on Chardon Rd. in Willoughby Hills.

Thomas Kicher will assist Mayor Weger in hiring interviews for the Fire Chief position. Tom will serve as the representative from Civil Service, to insure fairness in the interview process and as a representative of the citizens of Willoughby Hills.

Mayor Weger cited the steps in the hiring procedure and the criteria needed from the candidate: a minimum of 2 years college (Associate Degree), relocation expenses to be incurred by applicant and must live within a twenty-five radius of Willoughby Hills. The age limit for original appointments is thirty-one. Civil Service may waive this requirement as stated in the Civil Service Regulation Handbook, Section 4 pages 32 and 33. Current needs for the Safety Departments include two Police Officers and three Fire positions/EMT's. Recently, City Council approved the expansion of these positions.

Tom Majeski requested that the commission members read Section Four of the regulations and apprise him of needed changes, if any. He noted that Section 4 of the Regulation Handbook was taken from Section House Bill 56 and copied into Section 4 of the Civil Service Regulation Handbook.

The next meeting will be Friday, April 21, 2017 at 3:00 p.m.

A motion was made to adjourn by the Secretary and seconded by the Chairman.

Respectively submitted,

  
Carolyn Villar Patton

	
Thomas Majeski Chairman	Thomas Kicher Vice Chairman
Date	Date
4/21/17	4/21/17

Attachments:

Job Application Checklist with signature adjustment