

CIVIL SERVICE COMMISSION MEETING MINUTES

September 28, 2017

Meeting called to order at 1:00 p.m.

Present: Tom Majeski (Chairman), Tom Kicher (Co-Chairman), Dawn from Human Resources., Chief Collins, Detective Jamie Onion, Detective Ron Parmeter, two City Residents and Carolyn Patton (Secretary)

September 7, 2017 minutes were approved.

NEW BUSINESS

The vetting process, divided between the Human Resource Dept and the Police Department was explained by Detective Jamie Onion and Detective Ron Parmeter. Human Resources is responsible for document verification and the Police Department is responsible for the background check, CBSA and truth verification test.

Psychological testing process was explained by Chief Collins. The option to use Dr. Kosner is part of the process.

Dawn questioned the cost of obtaining copies of documents. Detective Parmeter suggested that any cost incurred, should be the responsibility of the applicant. All agreed this to be a good suggestion.

Juveniles, under age 18 and those over age 18 but still in high school, need a work permit. Those under the age of 18 do not need a criminal background check because criminal records start at age 18.

The Police Detectives stated that they will not do Voice Stress analysis on anyone that is not a member of the Safety Forces which include Fire Fighters, Police Officers and Dispatchers. Voice Stress analysis should only be used for individual cases deemed necessary by the Willoughby Hills Civil Service Commission.

Detective Onion explained that, if an Officer moves from part time to full time, no tests would be required as this is a pay grade change.

All agreed that the hiring process is working very well.

Dawn explained that the Recreation Coordinator application was still pending, but would be completed soon.

PUBLIC PORTION

A resident expressed concern over the length of the job application process and if it was completed. Tom Kicher addressed her concern completely. Another question about the testing process was answered by Tom Majeski.

NEXT MEETING

Thursday, October 26, 2017

Meeting adjourned at 2:06 pm.

Respectfully submitted,

Carolyn V. Patton 11-30-17
Carolyn V. Patton, Secretary

Thomas J. Majeski 11/30/17

Thomas Majeski Date

Thomas P. Kicher 11-30-17

Thomas Kicher Date