

CIVIL SERVICE COMMISSION

Thomas J. Majeski, Chairman Thomas Kicher, Vice Chairman Carolyn Villar Patton, Secretary

Meeting Minutes of February 10, 2016

Roll Call at 1:00 p.m.

Chairman Tom Majeski, Vice Chairman Tom Kicher and Secretary Carolyn Patton were in attendance. Gloria Majeski was in attendance for certain discussion, specifically the Job Description reports.

Many thanks to Gloria Majeski and her typing of the City Employees' Job Descriptions. Her efforts in this regard are greatly appreciated by our Committee, as the descriptions are exceptionally clear, precise and beautifully prepared. She is an invaluable asset to our Committee and to the City of Willoughby Hills.

OLD BUSINESS

The committee members discussed the revisions made to the Civil Service Rules Manual, specifically: Section 2, Clarification of Definitions (ie., assistant, fiduciary, bonds, repose), Section 3, some language dropped and new language asserted.

The new rules were reviewed for accuracy and approved.

The minutes from December 3, 2015, January 3, 2016, January 7, 2016 and January 28, 2016 were accepted and signed.

NEW BUSINESS

Members reviewed sections of the updated rules, specifically, the Appendices.

Appendix 2 should be given to the Department Heads within the City for their information.

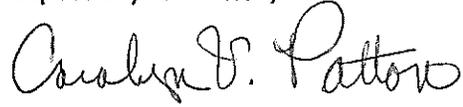
A motion was made by Tom Majeski to accept the Revised Rules for posting for thirty days to invite public input.

Tom Kicher requested a review and clarifications of the grievance procedure. Tom Majeski stated that any problems that should arise be sent to the Ohio State Review Board for review. However, the CSC can review the procedure at any time.

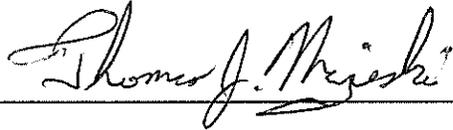
Reminder: Police Department exam will be administered and proctored by the CSC members on Saturday, February 27, 2016 at the Community Center, 9:00 a.m.

The next meeting was set for Thursday, March 10, 2016. At this point, it was moved and seconded to adjourn to Executive Sessions for the purpose of reviewing applications from prospective Police Department candidates.

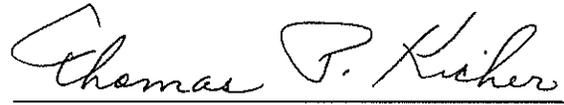
Respectfully submitted,



Carolyn Villar Patton, Secretary



Thomas J. Majeski, Chairman



Thomas P. Kicher, Vice Chairman