

CIVIL SERVICE COMMISSION

Meeting Minutes of March 10, 2016

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

Roll Call at 1:00 p.m.

Present: Thomas Majeski, Thomas Kicher, Carolyn Patton

OLD BUSINESS

- Approval of the minutes from February 10, 2016 with correction of spelling error on page one (1). Secretary will correct this error for the accuracy of records.
- Reviewed the test scores of the Police Department applicants.
- Dates are set for candidates interviews for March 29, 30, 31, 2016. The regulation change goes into effect on March 11, 2016 for the thirty days (30) notice for public posting and input. As no public input was received, the above dates are in effect for these interviews. Thomas Majeski and/or Thomas Kicher will be present as Civil Service Commission representatives. The same bank of questions, as previously used, will be asked.
- Thomas Kicher suggested that the Civil Service classification plan is a work "in progress". He will write a short narrative (preamble) to clarify the goal of the Civil Service Commission. He offered to draft this document and present it at the next meeting.
- A discussion of the Civil Service Commission regarding classified designations followed. This position is supported by the Willoughby Hills City Charter and the Ohio Civil Service Regulations. The Civil Service Commission's position, regarding these classifications, follow the Administration Laws of Ohio "in spirit and to the letter of the law". The paths to achieving this goal is 1) if the employees unionize and this was placed in the contract and 2) action from the City Council could vote to classify employees from non-classified status to classified status.

NEW BUSINESS

- Thomas Kicher asked the Committee to review the Grievance Procedure, at a future meeting.
- The next meeting will be set following the Police Department interviews.
- The meeting adjourned at 1:43 p.m. after a motion to adjourn was made and seconded.

Respectfully submitted by

Carolyn Villar Patton
Carolyn Villar Patton Date 3.16.16

Thomas Majeski

Date

Thomas Kicher

Date