

WILLOUGHBY HILLS CIVIL SERVICE COMMISSION

Mtg. minutes
11.30.17

Meeting Minutes of November 30, 2017

The meeting was called to order at 1:00 pm.

Present: The CSC was represented by Chairman Thomas Majeski, Vice Chairman Thomas Kicher and Secretary Carolyn Patton, and Assistant Finance Director (HR) Dawn Snyder

The Minutes of the Meeting of September 28, 2017 and October 26, 2017, were approved as revised.

OLD BUSINESS:

- The Psychological Examination for the Job Application will be a two-step process:
1) Written psychological examination and 2) Interview with Psychologist Dr. Thurston Costner, if deemed necessary by Appointing Authority. The Appointing Authority will use this information to evaluate a selected candidate, but it will not be used in the selection of a candidate.
- The Psychological Examination's Health Maintenance Report will be maintained by the City and released only to health care professionals and in compliance with HIPPA regulations. Based upon the findings of this examination, the option to have the candidate undergo further testing may be exercised. Only the report summary of the Psychological Examination's Health Maintenance Report will be made part of the credentialing packet.
- Civil Service Manual revisions that will be necessary to reflect the above policy amendments will be assigned to Vice Chairman Kicher for completion

New Business

- Discussion regarding the retention period for Civil Service Commission personnel records (i.e. entrance and promotional examination candidates) MUST BE KEPT for seven years.

Public Portion

The meeting was opened for further public input but none was offered.

Set Date for Next Meeting

The date for the next meeting of the Civil Service Commission was set for September 8, 2017.

Adjournment

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Carolyn V. Patton 01/26/18

Carolyn Villar Patton, CSC Secretary

Thomas Majeski 01/26/18

Thomas Majeski, Chairman Date

Thomas Kicher, Vice Chairman Date

11.30.17

CIVIL SERVICE COMMISSION MEETING MINUTES

November 30, 2017

MEETING called to order 1:00 pm,

PRESENT: Thomas Majeski, Thomas Kicher, Carolyn Patton, Dawn Snyder

OLD BUSINESS: Minutes from September 28, 2017 and October 26, 2017 were read and accepted.

- Job Applications for the Psychological Examination will be a two step process: 1) written test and 2) if necessary, an interview with Dr. Kosner. The Health Maintenance Report will be used only by health care professionals.
- The Mayor wants to use the above information, not to select a candidate, but to test a selected candidate.
- This segment will be kept in Appendix 2 with the note that if the CSC notes anything of concern with the candidate, the option to have further testing will be used.
- Any revisions for this issue, in the CSC Manual, will be updated by Thomas Kicher.

NEW BUSINESS Regarding the keeping of CSC records, personnel records MUST BE KEPT for seven years.

Respectfully submitted,

Carolyn Villar Patton, CSC Secretary _____

Thomas Majeski Date

Thomas Kicher Date