

City of Willoughby Hills
35405 Chardon Road, Willoughby Hills, OH 44094
Phone (440) 946-1234 / Fax (440) 975-3535

CIVIL SERVICE COMMISSION

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

MEETING MINUTES OF JANUARY 28, 2016

Roll Call at 1:00 p.m.:

Chairman Tom Majeski and Vice Chairman Tom Kicher were in attendance. Secretary Carolyn Patton was not in attendance due to a family emergency. Chairman Majeski agreed to take the minutes in her absence. In public, Council President Nancy Fellows was in attendance.

Approval of the Minutes of the January 7, 2016 meeting:

Motion was made by Vice Chairman Kicher to approve the minutes of the January 7, 2016, Civil Service Commission meeting. Seconded by Chairman Tom Majeski. Vote: 2 AYES/0 NAYS; Motion passes to approve the 1/7/16 Civil Service Commission meeting minutes.

Old Business:

The Full-time Police Officer examination applications are out and will be returning to City Hall on Tuesday, February 2, 2016 through Friday, February 5, 2016. Only the first 100 applicants will be taken. If a small amount over that is received, however, they may be considered for testing, based on space availability at the testing site.

With regard to logging the applications received by "Certified Mail," it was agreed to log the applications and assign the identification numbers when the mail arrives and is opened at 4:00 p.m., each day. Each application will be date and time stamped when the mail arrives, as if the candidate were delivering the application in person at that time.

New Business:

The upcoming Police Test was discussed and it was agreed that Vice Chairman Tom Kicher would be taking the test to assess fairness, as is always done with each Civil Service test given by the City of Willoughby Hills. (Mayor's Assistant Gloria Majeski will be receiving the applications throughout the week, with Assistant Finance Director Debbie Doles receipting payments. Upon receipt of the application, they will be placed in a numbered envelope for Civil Service Commission review).

Civil Service Commission Manual changes were discussed and will be instituted by manual revision (changes to 2.2, 2.14, Section 3, 3.1.2). Appendix 2 Procedure for Review and Confirmation of Credentials for Employment will be reviewed for vote at the next Civil Service Commission meeting. This change is being made as a result of the Charter changes passed during the November 2015 election.

Public Portion:

Council President Nancy Fellows inquired about testing procedures and asked what the Civil Service Commission plans to do in terms of Job Descriptions for City employees.

(She was advised that CSC Secretary was in the process of obtaining all job descriptions, in accordance with Civil Service regulations as noted in Section 3.2, 3.3 and 3.4).

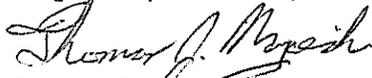
Date for Next Meeting:

Wednesday, February 10, 2016, at 1:00 p.m. in Council Chambers was set for the next meeting. Secretary Patton will be notified, as well as serving the public with a Public Meeting announcement, in accordance with Municipal meeting guidelines.

Adjournment:

Motion made by Vice Chairman Kicher, seconded by Chairman Majeski to adjourn the meeting. The meeting was adjourned at 3:00 p.m.

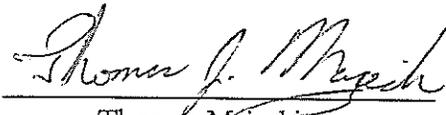
Respectfully submitted,



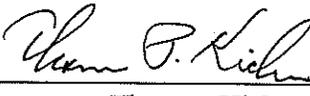
Thomas J. Majeski

Chairman, WH Civil Service Commission

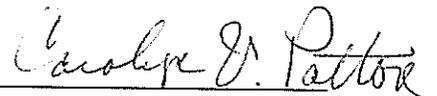
Approved by Civil Service Commission:



Thomas Majeski
Chairman



Thomas Kicher
Vice Chairman



Carolyn Vilar Patton
Secretary