

CIVIL SERVICE MEETING MINUTES FOR May 28, 2015

Present: Mr. Tom Majeski, Mr. Tom Kicher, Mrs. Carolyn Patton

OLD BUSINESS

***Meeting began at 1:09 pm with a discussion of release of information issues regarding a former candidate for a position in the Police Dept.**

***Re: Police part-time positions, Police Chief Collins stated prior to the meeting that no agility test is required for part-time positions. CSC questioned this and decided to shelve the issue until a later date.**

- **CSC decided and will request that all applications submitted to the Commission needs a minimum of ten (10) days to review said application.**

*** The CSC received a reply from SPBR confirming that the CSC procedures regarding issues of “conflict of interest” were approved.**

NEW BUSINESS

- **Law Director for the City of Willoughby Hills, Mr. Tom Lobe spoke to the CSC about Ohio’s Sunshine and Public Records laws.**
- **The CSC will obtain a copy of this document and review it for further discussion. Any questions in this regard will be directed to Mr. Lobe.**
- **The Community Service Officer Position job description is in the process of being obtained, as are the other positions within the city. Testing for the position of Community Service Officer should be in place....and should include a knowledge of Police procedures, Court procedures and the ability to made presentations. These criteria should be a component of the interview process.**

- Mayor Weger and the CSC set the date of the interview for the Community Service officer for Thursday, June 11, 2015 at 2:00 pm.
- * The next meeting date will be determined and job descriptions will be discussed. Hopefully these will be received in the near future.

A motion was made and seconded to adjourn the meeting at 3:29 p.m.

Respectfully submitted by



Carolyn Villar Patton
Secretary



Mr. Tom Majeski



Mr. Tom Kicher