

Regular Meeting of the Lakewood Civil Service Commission  
Lakewood City Hall  
12650 Detroit Avenue  
Lakewood, OH 44107  
**Tuesday, January 17, 2023**  
5:00 p.m.

Meeting called to order at 5:10 p.m.

Present: Commissioners John Mills, Nathaniel Szep, Terry Vincent; Secretary Patricia Donovan

Also present: Assistant Law Director Jen Swallow; HR Director Claudia Dillinger; Police Captain William Albrecht

Reading and disposal of the minutes from the regular meeting held on December 20, 2022.

Motion by Terry Vincent, second by John Mills, to approve the minutes of the regular meeting held on December 20, 2022, without the necessity of a reading.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

Old Business:

1. Reading and disposal of the minutes from the regular meeting held on November 15, 2022.

Motion by Terry Vincent, second by Nathaniel Szep, to approve the minutes of the regular meeting held on November 15, 2022, without the necessity of a reading.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

New Business:

1. On June 28, 2022, the Lakewood Civil Service Commission certified a Patrol Officer eligible list containing 69 candidates. Between June and December 2022, 13 conditional offers of employment were extended from this list. After offers of employment, withdrawals, and removals by the Commission, only the bottom eight candidates remain on the list. These candidates began the preemployment process, and, based on those results, none will be receiving a conditional offer of employment. It is requested that the Civil Service Commission discard the current eligibility list in order to establish a new list.

Due to the unique nature of the request, the decision to keep or dispose of the current eligible list is deferred to the next regular meeting.

Motion by Terry Vincent, second by John Mills, to defer the disposition decision for the entry-level Patrol Officer eligible list certified on June 21, 2022, to the next regular Civil Service Commission meeting.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

2. Request to hold competitive examination: Patrol Officer. Because this request is contingent upon the status of the current Patrol Officer eligible list, this item is deferred to the next regular meeting.

Motion by John Mills, second by Terry Vincent, to defer the request to hold a competitive examination for the position of entry-level Patrol Officer to the next regular meeting.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

3. Request to conduct promotional examinations for the positions of Police Captain, Police Lieutenant, and Police Sergeant. The eligible lists for these ranks will expire on February 10, 2023 (Captain); March 10, 2023 (Lieutenant); and March 24, 2023 (Sergeant). Starting this examination process now will ensure that new eligible lists will be in place in order to effectively manage the City's future employment needs.

Motion by John Mills, second by Terry Vincent, to conduct promotional examinations for the positions of Police Captain, Police Lieutenant, and Police Sergeant in Fiscal Year 2023.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

4. Vendor recommendations for promotional exams.

While examinations for the ranks of captain and lieutenant require the same testing components, testing for the rank of sergeant will require an additional written component. Further research into securing testing services for the Sergeant's exam is needed.

After a review of three submitted proposals for conducting the Police Captain and Police Lieutenant promotional examinations, it is recommended by the Department of Human Resources and the Finance Department that PRADCO be considered for the administration of examinations for Police Captain and Police Lieutenant.

Motion by John Mills, second by Terry Vincent, to select PRADCO as the administrator of the Police Captain and Police Lieutenant promotional examinations.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

Motion by Terry Vincent, second by John Mills, to defer selection of a vendor to administer the Police Sergeant promotional examination to the next regular meeting.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

5. Request to conduct noncompetitive exam for Clinical Manager, Department of Human Services due to a retirement.

Motion by John Mills, second by Nathaniel Szep, to hold a noncompetitive examination for the position of Clinical Manager, Department of Human Services, with a minimum score of 80 percent needed to be placed on the eligible list, in accordance with Article 4, Section 411 of the Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

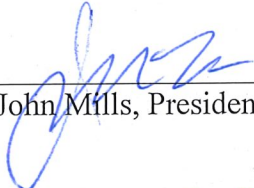
Motion by Terry Vincent, second by John Mills, to adjourn the meeting.

Ayes: 3 Nays: 0


Motion: Passed unanimously

Meeting adjourned at 5:30 p.m.

Respectfully submitted,

  
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John Mills, President

2/21/23  
\_\_\_\_\_  
Date

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Patricia Donovan, Secretary  
James Motylewski