

**MINUTES
OF A SPECIAL MEETING OF
LAKEWOOD CIVIL SERVICE COMMISSION
MEETING HELD REMOTELY VIA ZOOM
TUESDAY, JANUARY 27, 2026
3:00 P.M.**

Meeting called to order at 3:08 p.m.

- I. Present: Commissioners Nathaniel Szep, Terry Vincent, and Secretary James Motylewski.

Also present: Assistant Law Director Jennifer Swallow, Human Resources Director Claudia Dilllinger, Chief Kevin Fischer, and Human Services Director Chad Berry.

II. Old Business:

1. Request from Entry-Level Police Officer applicant, Domonique Harris to waive the \$65.00 National Testing Network (NTN) application fee due to financial hardship. If approved the City of Lakewood would be invoiced by NTN for the application fee.

Chief Kevin Fischer stated he did not see any issue with the city's approval of waving Ms. Harris' NTN application fee due to financial hardship. Chief Fischer does not feel waivers will be requested that much.

Commissioner Szep did not see any issue with waving Ms. Harris' NTN application fee, however, Mr. Szep felt a rule should be added to the current Rules & Regulations addressing this situation in case other requests are submitted.

Motion by Nathaniel Szep, second by Terry Vincent, to approve Domonique Harris' request to waive the \$65.00 National Testing Network (NTN) application fee due to financial hardship.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

III. New Business:

1. Request to review and approve the updated job description of Nutrition Supervisor in the Department of Human Service.

Director Berry spoke briefly on the request to update the job description for Nutrition Supervisor in the Department of Human Services. The last job update was made in

2019, which was only a small update. Mr. Berry stated there are new opportunities available, with one example being cooking food on site, which would provide healthier meal opportunities. The new job description explains this in further detail.

The commission had no further questions.

Motion by Terry Vincent, second by Nathaniel Szep, to approve the updated job description of Nutrition Supervisor in the Department of Human Service.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

IV. Adjournment:

Motion by Terry Vincent, second by Nathaniel Szep, to adjourn the meeting.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

Meeting adjourned at 3:17 p.m.

Respectfully submitted,

President

James Motylewski, Secretary

2-17-20

Date