

Regular Meeting of the Lakewood Civil Service Commission
City of Lakewood Main Auditorium
12560 Detroit Avenue, Lakewood, OH 44107
February 21, 2023
Immediately following FEWB Meeting

Meeting called to order at 5:06 p.m.

Present: Commissioners John Mills, Nathaniel Szep, and Terry Vincent

Also present: Assistant Law Director Jennifer Swallow; Human Resources Director Claudia Dillinger, Police Chief Timothy Dunphy, Police Captain William Albrecht, Building Commissioner Christopher Parmelee

Nomination and appointment to serve as Civil Service Commission President for the year 2023.

Motion by Nathaniel Szep, second by Terry Vincent, to open the 2023 nominations for Civil Service Commission President in accordance with Article 1 of the City of Lakewood Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

Nominations:

Motion by Nathaniel Szep, second by Terry Vincent, to nominate John Mills to serve as president of the Civil Service Commission for the year 2023.

Roll call on nomination of John Mills for President of the Commission.

Mills - Abstain

Szep - Aye

Vincent - Aye

John Mills is elected to serve as President of the Commission for the year 2023.

Appointment of Secretary to the Civil Service Commission

Discussion:

Motion by Terry Vincent, second by John Mills, to defer appointment of the Civil Service Commission Secretary to the next regular meeting.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

Reading and disposal of the minutes from the regular meeting held on January 17, 2023.

Motion by Terry Vincent, second by John Mills, to approve the minutes of the regular meeting held on January 17, 2023, without the necessity of a reading.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

Reading and disposal of the minutes from the special meeting held on January 24, 2023.

Motion by Terry Vincent, second by John Mills, to approve the minutes of the special meeting held on January 24, 2023, without the necessity of a reading.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

Old Business:

1. Police entry-level Patrol Officer eligible list. It appears that there is no language in the current Civil Service Commission Rules and Regulations that would allow for the disposal of the current eligible list before one year has passed without exhausting the list through conditional offers and candidate removals through disqualification and/or withdrawal. Therefore, it is requested that the request to dispose of the current entry-level Patrol Officer eligible list be rescinded.

This request was withdrawn by Captain William Albrecht, Lakewood Police Department, at this time.

2. Request for competitive exam: Entry-level Patrol Officer.

Request that an entry-level Patrol Officer examination be conducted through the National Testing Network for the purposes of establishing a new eligibility list. It is requested that the online exam be conducted between March and June 2023 to allow for certification of the list upon expiration of the current list.

Motion by John Mills, second by Terry Vincent, to hold a competitive examination for the position of entry-level Patrol Officer, to be conducted through the National Testing Network, with a minimum score of 70 percent needed to be placed on the eligible list in accordance with Article 4 of the Civil Service Rules, and Regulations.

Ayes: 3 Nays: 0

Motion passed unanimously.

3. Vendor selection for promotional exam: Police Sergeant.

Motion by John Mills, second by Terry Vincent, to obtain vendor selection for promotional exam: Police Sergeant.

Ayes: 3 Nays: 0

Motion passed unanimously.

New Business:

1. Certification of the eligible list: Police Chief.

Motion by John Mills second by Nathaniel Szep to certify the Police Chief eligible list to be in effect through February 21, 2025, in accordance with Article 5, Section 502(B) of the City of Lakewood Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

Motion passed unanimously.

2. Request for disqualification of candidate Frank Marcelli from Firefighter/Paramedic eligible list in accordance with Article 5, Section 505(A) of the City of Lakewood Civil Service Rules and Regulations.

Motion by John Mills, second by Terry Vincent, to remove candidate Frank Marcelli from the Firefighter/Paramedic eligible list in accordance with Article 5, Section 505(A) of the City of Lakewood Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

3. Exploration of rule changes to allow for greater flexibility in handling existing eligibility lists for initial hires.

The national dynamics in hiring police officers have changed dramatically in the last several years. Law enforcement agencies now have a fraction of applicants compared to years past, while the demand for qualified candidates and the number of job openings have never been higher. With this change in landscape, it is likely that multiple eligibility lists may be required within a much shorter period of time to continue to identify the most attractive and qualified candidates while being able to more quickly remove applicants not deemed to be a good fit for the City of Lakewood.

Motion by Terry Vincent, second by John Mills, to table until the April 18, 2023, Regular Civil Service Commission Meeting.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

4. Job description approval: Assistant Director, Department of Public Works.

Motion by John Mills, second by Terry Vincent, to approve the newly created job description for an Assistant Director, Department of Public Works, in accordance with Article 2, Section 201 of the Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

5. Job description update: Assistant Building Commissioner, Building and Housing Department.

Motion by John Mills, second by Nathaniel Szep, to approve the revised job description for Assistant Building Commissioner, Building and Housing Department, in accordance with Article 2, Section 201(A) of the Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

6. Request for noncompetitive examination waiver: Assistant Building Commissioner, Building and Housing Department. The City's former Assistant Building Commissioner, who resigned in January 2023, seeks to return to his previously held position with the City. The City ranks this former employee as an excellent worker who possesses the required levels of certification and licensure requirements for this position. The City recommends reinstating this employee to his former position as Assistant Building Commissioner.

Motion by John Mills, second by Terry Vincent, to waive the noncompetitive examination requirement for the position of Assistant Building Commissioner, Building and Housing Department, in accordance with Article 16 of the City of Lakewood Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

7. *Noncompetitive exam: Project Manager, Division of Water, Sewer, and Metering, Department of Public Works.

Motion by Terry Vincent, second by John Mills, to enter executive session to conduct the noncompetitive, oral examination for the position of Project Manager, Division of Water, Sewer, and Metering, Department of Public Works.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

Roll Call:

Mills: Yes

Szep: Yes

Vincent: Yes

Enter *Executive Session* 5:41 p.m.

Exit *Executive Session* 6:00 p.m.

8. List certification: Project Manager, Division of Water, Sewer, and Metering, Department of Public Works.

Motion by John Mills, second by Terry Vincent, to certify the list for the position of Project Manager, Division of Water, Sewer, and Metering, Department of Public Works, to be in effect for one year in accordance with Article 5 of the Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

Motion: Passed unanimously.

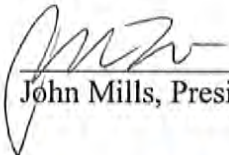
Motion by Terry Vincent, second by John Mills, to adjourn the meeting.

Ayes: 3 Nays: 0


Motion: Passed unanimously.

Meeting adjourned at 6:01 p.m.

Respectfully submitted,



John Mills, President



Date