

**MINUTES  
OF A REGULAR MEETING OF  
LAKEWOOD CIVIL SERVICE COMMISSION  
MAIN AUDITORIUM  
MARCH 21, 2023  
5:00 P.M.**

Meeting called to order at 5:03 p.m.

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

Also present: Assistant Prosecutor Andy Fleck, Human Resources Director Claudia Dillinger, Police Captain William Albrecht, and Assistant Human Resource Director Laura Jaissle.

II. Nomination and appointment of a Secretary to the Civil Service Commission for the year 2023.

Motion by John Mills, second by Terry Vincent, to nominate and appoint James Motylewski to serve as the secretary to the Civil Service Commission for the year 2023 in accordance with Article 1 of the City of Lakewood Civil Service Rules and Regulations.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

III. Reading and disposal of the minutes from the regular meeting held on February 21<sup>st</sup>, 2023.

Motion by Terry Vincent, second by John Mills, to approve the minutes of the regular meeting held on February 21, 2023, without the necessity of a reading.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

**IV. Old Business:**

1. Recommendation for Stanard & Associates for the written exam portion of the Police Sergeant Promotional Exam, having a weight of 30%. The oral assessment for the was previously approved Police Sergeant Promotional Exam to be conducted by PRADCO, having a weight of 70%.

Police Chief Kevin Kaucke, Assistant Law Director Jennifer Swallow and Human Resources Director Claudia Dillinger reviewed four companies recommended to the City of Lakewood who were able to provide a customized written test for the previously requested Police Sergeant Promotional Exam. Stanard & Associates, a company based in Chicago, provided a quote for the written test cost as \$6,770.00, and would allow the City of Lakewood to proctor the test to save cost. The pricing provided by Stanard & Associates was approved through the Board of Control and is the recommended company to provide testing for the Police Sergeant Promotional Exam.

Motion by John Mills, second by Nathaniel Szep, to recommend Stanard & Associates for the written exam portion of the Police Sergeant Promotional Exam, having weight of 30% of the exam.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

#### **V. New Business:**

1. Review of the Civil Service Commission Rules and Regulations. Requested by Captain William Albrecht, Lakewood Police Department.

Captain William Albrecht addressed the Commission regarding the two rules listed below, as they pertain to the Police Department Entry-Level Police Officer eligibility list. A request was made to review the two sections with the Law Department and provide additional language as it pertains to prior convictions and the terms of the eligibility list.

**A). Section 303: Qualifications, section C: Charter and Fitness, #1: Prior Convictions, Moral Turpitude, and Misconduct.**

**B). Section 502 (A): Term of Eligibility List.**

The Commission requested both items be reviewed with the Law Department, for new language to be drawn up, and reviewed again during the next regularly scheduled meeting.

2. \*Noncompetitive Exam: Clinical Manager, Department of Human Services.

Motion by John Mills, second by Nathaniel Szep, to enter executive session to conduct the noncompetitive, oral examination for the position of Clinical Manager, Department of Human Services.

Roll Call:

John Mills: Yes

Nathaniel Szep: Yes

Terry Vincent: Yes

Enter *Executive Session* 5:24 p.m.

Exit *Executive Session* 5:38 p.m.

We are now returning to open session.

3. Certification of noncompetitive Exam: Clinical Manager, Department of Human Services.

Motion by John Mills, second by Terry Vincent, to certify the list for the position of Clinical Manager, Department of Human Services.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

#### VI. Adjournment:

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

Ayes: 3


Nays: 0

Motion: Passed unanimously.

Meeting adjourned at 5:39 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
John Mills, President

  
\_\_\_\_\_  
James Motylewski, Secretary

4/18/23  
\_\_\_\_\_  
Date