

**MINUTES
OF A REGULAR MEETING OF
LAKEWOOD CIVIL SERVICE COMMISSION
MAIN AUDITORIUM
TUESDAY, MAY 21, 2024**

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

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

Also present: Assistant Law Director Jennifer Swallow, Director Human Resources Claudia Dillinger, Public Works Director Chris Gordan, Chief Timothy Dunphy, William Hunter, and James Motylewski, Secretary.

II. Reading and disposal of the minutes from the regular meeting held on April 16, 2024.

Motion by Terry Vincent, second by John Mills, to approve the minutes of the regular meeting held on April 16, 2024, without the necessity of a reading.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

III. **Old Business:** None

IV. **New Business:**

1. *Request to conduct Non-Competitive Examinations for the positions of Climate Action & Sustainability Coordinator, within the Department of Planning & Development (the Commission previously approved the job description at the October 17, 2023, meeting) and for the position of Water/Sewer Division Manager in the Public Works Department due to a current vacancy.

Motion by John Mills, second by Terry Vincent, to enter executive session to conduct non-competitive examinations for the positions of Climate Action & Sustainability Coordinator and Water/Sewer Division Manager, with a minimum score of 80% to be placed on the eligible list, in accordance with Article 4, Section 411 of the Civil Service Rules & Regulations.

Roll Call:

John Mills: Yes

Nathaniel Szep: Yes

Terry Vincent: Yes

Enter Executive Session: 5:05 p.m.

Exit Executive Session: 5:41 p.m.

We are now returning to open session.

Motion by John Mills, second by Terry Vincent, to certify the eligible lists for the position of Climate Action & Sustainability Coordinator and Water/Sewer Division Manager, to be in effect for one (1) year in accordance with Article 5 of the Civil Service Rules & Regulations.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

2. Protests to the Fire Captain Written Examination held on May 11, 2024. Questions for appeal are question numbers 17, 36, 37, 39, 74, 75, 78, 79, 80, 92, 101, 113, 116, 166, 167, and 171.

The commission members reviewed the protests submitted as well as the recommendations from Mr. Powers, Ohio Fire Chief's Association, and Chief Dunphy.

Motion by Nathaniel Szep, second by John Mills, to uphold the protest of questions number 166 and ruled to accept both A & C as correct answers to the Fire Captain Written Examination.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

Motion by Terry Vincent, second by John Mills, to uphold the protest of question number 167 and ruled to accept both B & D as correct answers to the Fire Captain Written Examination.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

Motion by Nathaniel Szep, second by Terry Vincent, to deny the protest of question number 171 and ruled the keyed answer is the only correct answer to the Fire Captain Written Examination.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

Motion by Terry Vincent, second by John Mills, to deny the protest of question numbers 17, 36, 37, 39, 74, 75, 78, 79, 80, 92, 101, 113, and 116 and ruled the keyed answers are the only correct answers to the Fire Captain Written Examination.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

3. Review and discuss the draft copy of the 2024 salary recommendations for mayor and city council.

The Commission nominated John Mills to be in charge of the draft salary recommendations for mayor and city council. The Commission asked Jen Swallow to reach out to the Council to obtain the estimated number of hours council members work, to help the Commission determine a proper salary recommendation. Commissioner Mills asked other commissioners to provide their salary recommendation by June 11th, so a draft copy of the salary recommendation can be available for the June 18th, 2024, Civil Service Commission regularly scheduled meeting. Due to a scheduled City Employee event on June 18th, the commission suggested a 12:00pm Zoom meeting on June 18th. This will be confirmed prior to the meeting.

V. Adjournment:

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

Ayes: 3

Nays: 0

Motion: Passed unanimously.

Meeting adjourned at 6:26 p.m.

Respectfully submitted,



John Mills, President



Date



James Motylewski, Secretary