

MINUTES
OF A REGULAR MEETING OF
LAKEWOOD CIVIL SERVICE COMMISSION
MAIN AUDITORIUM
TUESDAY, JULY 16, 2024 @ 5:00 P.M.

Meeting called to order at 5:05 p.m.

- I. Present: Commissioners John Mills, Terry Vincent and Nathaniel Szep (arrived 5:07 p.m.)

Also present: Assistant Director Human Services, Laura Jaissle, James Motylewski, Secretary and Stacy Wolf.

- II. Reading and disposal of the minutes of the regular meeting held on June 18, 2024, and the minutes from the special meeting held on June 25, 2024.

Motion by Terry Vincent, second by John Mills, to approve the minutes of the regular meeting held on June 18, 2024, and the minutes from the special meeting held on June 25, 2024.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

- III. **Old Business:** None

- IV. **New Business:**

1. Review removal of one Firefighter/Paramedic candidate, **Caden Stanuch**, from the eligible list due to not being currently enrolled in an Ohio Paramedic class at the time of the written examination on June 1st, 2024, in accordance with Article 5, Section 505(A) of the Civil Service Rules & Regulations.

The commission was informed I was contacted by Assistant Fire Chief Milan Tanasijevic, who reviewed Firefighter applicant Caden Stanuch's application and discovered Mr. Stanuch was not enrolled in an Ohio Paramedic class at the time of the written examination on June 1st, 2024. Mr. Stanuch submitted a letter from Cuyahoga County College, dated May 3rd, 2024, which stated Mr. Stanuch has applied to the Cuyahoga Community College Paramedic Program which starts in August of 2024.

Furthermore, the Commission was provided a copy of the "Fire Fighter/Paramedic Exam" announcement which listed one of the requirements to take the written examination as providing a "copy of current State of Ohio Paramedic Certification or proof of current enrollment in Ohio Paramedic classes". Therefore, Mr. Stanuch should not have been allowed to take the written examination.

I informed the Commission that this was my mistake since I was the one who accepted Mr. Stanuch's application and his \$30.00 application fee.

Motion by Terry Vincent, second by John Mills, to remove Caden Stanuch from the Firefighter/Paramedic eligible list, in accordance with Article 5, Section 505(A) of the Civil Service Rules & Regulations and to reimburse Caden Stanuch the \$30.00 Firefighter/Paramedic application fee.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

2. *Request Non-Competitive exam for the position of Grants Administrator, within the Department of Human Services

Motion by John Mills, second by Terry Vincent, to enter into executive session to conduct a non-competitive examination for the position of Grants Administrator, 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: 5:15 p.m.

Exit Executive Session: 5:26 p.m.

We are now returning to open session.

Motion by Terry Vincent, second by Nathaniel Szep, to certify the eligible list for the position of Grants Administrator, Department of Human Services, 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.

V. Adjournment:

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

Ayes: 3

Nays: 0

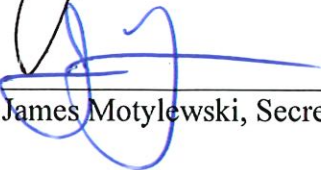
Motion: Passed unanimously.

Meeting adjourned at 5:27 p.m.

Respectfully submitted,



John Mills, President



James Motylewski, Secretary

8/20/24

Date