

***MINUTES***  
**OF A REGULAR MEETING OF**  
**LAKWOOD CIVIL SERVICE COMMISSION**  
**MAIN AUDITORIUM**  
**TUESDAY, DECEMBER 16, 2025**  
**5:00 P.M.**

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

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

Also present: Assistant Law Director Jennifer Swallow, Human Resources Director Claudia Dillinger, Captain William Albrecht, and Ian Andrews.

- II. Reading and disposal of the minutes of the regular Civil Service Commission meeting held remotely via ZOOM on October 21, 2025, without the necessity of reading. There are no minutes for the November 18, 2025, meeting due to the meeting being canceled.

Motion by Nathaniel Szep, second by John Mills, to approve the minutes of the regular Civil Service Commission meetings held remotely via ZOOM on October 21, 2025, without necessity of reading.

Ayes: 2

Nays: 0

Abstain: 1

Motion: Passed.

- III. Old Business: None

- IV. New Business:

1. Vendor recommendations for Police Promotional Examinations.

While examinations for the ranks of Captain and Lieutenant require the same testing components, testing for the rank of Sergeant will require an additional written examination component, in addition to the assessment component.

After a review of the four submitted proposals for conducting the Police Captain and Police Lieutenant promotional examinations, it is recommended by the Department of Human Resources, and Chief Kevin Fischer, that PRADCO be considered for the

administration of assessment examinations for Captain, Lieutenant, and the assessment component for Police Sergeant.

In addition, after a review of the four submitted proposals for preparing, administering, and scoring the written examination for Police Sergeant, it is recommended by the Department of Human Resources, and Chief Kevin Fischer, that Personnel Selection Services (PSS) be considered.

Captain Albrecht and Claudia Dillinger stated the city has used PRADCO for the past several years, to conduct assessment testing for both the Police and Fire Departments promotional exams. Additionally, PRADCO was hired for the assessment components only for the 2023 Police Sergeant promotional and they were happy with the results.

Additionally, PSS has been selected for numerous entry level firefighter paramedic entry level written exams, and the city has been very happy with this company. PSS is also located in the City of Lakewood and in the past has also provided written testing for police promotional testing.

Motion by John Mills, second by Terry Vincenty, to select PRADCO as the administrator of the Police Captain, Police Lieutenant, and the assessment component only for Police Sergeant promotional examination. Also, to select Personnel Selection Services in preparing, administering, and scoring the written examination component of Police Sergeant promotional exam.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

2. Request for competitive examination for Entry-Level Police Officer, to be conducted through the National Testing Network (NTN), needing a minimum combined score of 70% to be placed on the eligible list, beginning the first week of January 2026, through March 3, 2026.

The Police Department's eligible list for Entry-Level Police Officer is exhausted and expired in November of 2025. Currently, the Police Department has three openings for Entry-Level Police Officer, with an addition one or two more openings next year due to upcoming retirements in 2026. The City currently is under contract with the National Testing Network until August 30, 2027, and the Police Department is recommending that NTN conduct the online application and testing process.

Additionally, a passing score of 70% on the combined online written exams is necessary to receive extra credit for active Military Service, college degree, residency, and for current employment within the City of Lakewood.

In addition, Chief Fischer is requesting that candidates who previously have completed the online entry-level police officer examination through NTN, on or after October 1, 2025, be permitted to send their passing scores to the City of Lakewood Police Department and be placed on the eligible list, providing a larger number of candidates on the eligible list.

Furthermore, the Lakewood Police Department will no longer hold and conduct their own Physical Agility Test (PAT) and is recommending to the commission that all candidates register for the Physical Fitness Assessment through the Cuyahoga Community College Basic Police Academy. It would be the candidate's responsibility to upload their passing certificate to the NTN website by May 1, 2026.

Captain Albrecht explained that using Tri-C to conduct applicants' physical agility assessments will hopefully give the department more candidates. This was an issue when the police department conducted their own PAT, where candidates would not show for the testing and had to be removed. Captain Albrecht believes, when candidates sign up to take one PAT from Tri-C, the candidate is more likely to attend, since multiple agencies accept Tri-C's PAT, allowing the candidate to apply for multiple agencies.

Furthermore, Captain Albrecht further explained that allowing candidates to provide their NTN scores on or after October 1, 2025, this would give the city more candidates to have on the list. Moreover, the cutoff date selected assures that no candidate's scores from the previous eligible list can be used again, since those scores would all have expired.

Motion by Terry Vincent, second by Nathaniel Szep, to approve holding a competitive examination for the position of Entry-Level Police Officer, to be conducted through the National Testing Network, beginning the first week of January 2026, through March 3, 2026. While approving all items listed above pertaining to the Entry-Level Police Officer examination.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

3. Conduct a Non-Competitive Examination for the position of Development Officer, Planning & Development Department. A minimum score of 80% is required to be placed on the eligible list.

Motion by John Mills, second by Nathaniel Szep, to enter into executive session to conduct a non-competitive examination for the position of Development Officer, Planning & Development Department, 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: 5:19 p.m.*

*Exit Executive Session: 5:34 p.m.*

We are now returning to the open session.

4. Certification of non-competitive exam given to **Ian Andrews** for the position of Development Officer, Planning & Development Department.

Motion by Terr Vincent, second by John Mills, to certify the eligible list for the position of Development Officer, Planning & Development Department, 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 Nathaniel Szep, to adjourn the meeting.

Ayes: 3

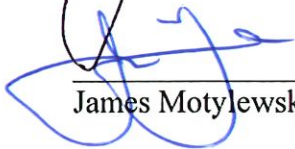
Nays: 0

Motion: Passed unanimously.

Meeting adjourned at 5:36 p.m.

Respectfully submitted,

  
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President

  
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James Motylewski, Secretary

1/20/26  
Date