



**CIVIL SERVICE COMMISSION
MINUTES OF JANUARY 14, 2020**

The meeting of the Westlake Civil Service Commission was called to order by Chairman Kucler at 8:27 a.m.

Members Present: Dennis Kucler and Timothy Sullivan (*Note: there is a vacancy and no third member*)

Also Present: Clerk of Commissions Nicolette Sackman and Assistant Law Director Robin Leasure.

Approval of Minutes

Mr. Kucler moved, seconded by Mr. Sullivan to approve the minutes of 12-18-19.

Roll call: Ayes: Kucler, Sullivan; Nays: None, motion passed

Police Entrance Exam

Review additional military documentation

Chairman Kucler advised that there were several DD214s requiring review to determine if the applicant had a minimum of 180 day of active military service. One did qualify but there were four that did not have 180 day of active military service and are ineligible for the 5% extra credit for military service.

One of those four submitted additional documentation showing length of time in the military and an honorable discharge, but the documentation did not show the length of time for active military service. Base on that it was rejected and a letter is to be sent. There were questions if the applicant responded with addition information if that would change the extra credit. Ms. Leasure advised if additional information is received the commission can review it and has the option to re-certify the list if needed. This would also be true if any other issues were discovered regarding calculations or other possible issues.

Another did not submit his driver's license so the application was incomplete and to be rejected so the military extra credit would not apply anyway.

Review pending applications

The commission reviewed the applications. There were 13 applicants that failed the test and 30 that did not submit the required documentation by the December 15, 2019 deadline. Those applications will be rejected. There were a couple of those applicants that uploaded documentation but then deleted it. The commission ruled those applications should be rejected. There were three links to upload documents to (driver's license, high school diploma or GED, and DD214 if applicable). One candidate only uploaded their driver's license, but when the document was viewed by the clerk it was a multiple page PDF which had his driver's license and diploma. The clerk assumed that was acceptable since both documents were uploaded within the required timeline. The commission ruled that it would be acceptable.

One applicant uploaded their driver's license but portions of the license were cut off. The commission reviewed the license and determined that the information that is needed is visible and therefore is acceptable.

Review scores and possibly certify eligibility list

After review of the applications and test scores the list can be certified noting any changes as discussed.

Motion: Mr. Kucler moved, seconded by Mr. Sullivan to certify the police eligibility list was adjustments as discussed.

Roll call: Ayes: Kucler, Sullivan; Nays: None, motion passed

Miscellaneous

It was noted that election of officers will not be placed on the agenda until a third member is appointed.

Adjournment

Meeting adjourned at 8:55 am

Chairman Dennis Kucler

Clerk of Commissions, Nicolette Sackman

Approved: _____