



**CIVIL SERVICE COMMISSION
MINUTES OF APRIL 8, 2021**

The meeting of the Westlake Civil Service Commission was called to order by Chairman Kucler at 8:04 a.m.

Members Present: Dennis Kucler, and Claudia Dillinger

Absent: Timothy Sullivan

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

Approval of minutes:

Mr. Kucler moved, seconded by Ms. Dillinger to approve the minutes of 1/12/21.

Roll Call: Ayes: Kucler, Dillinger; Nays: None, motion passed

Police Entry Eligibility List Removal of Names:

Chairman Kucler explained numerous candidates requested to be removed from the eligibility list and submitted waivers.

Mr. Kucler moved, seconded by Ms. Dillinger to remove #20 Jarrett Buell and #21 Jaycie Brown from the police entry eligibility list.

Roll Call: Ayes: Kucler, Dillinger; Nays: None, motion passed

Fire Entry Eligibility List Removal of Names:

Chairman Kucler explained numerous candidates requested to be removed from the eligibility list and submitted waivers.

Mr. Kucler moved, seconded by Ms. Dillinger to remove a. #19 Grant Loeding, #21 Anthony Gordon and #22 Connor Lake from the fire entry eligibility list.

Roll Call: Ayes: Kucler, Dillinger; Nays: None, motion passed

Request for consideration of a rule change to Rule IX: Section 5 Promotion of Police Officer and Fire Officer

Chairman Kucler explained a request was received to change the rule from the promotion of the top candidate on the eligibility list for a promotion, to the option to promote one of the top three candidates.

Mayor Clough explained he is making the request for the consideration of the top candidate for a promotion to be changed to one of the top three candidates on the eligibility list. He explained at times candidates on the list are separated on the list by anywhere of ½ of a point to 2 points for example. He stated that the top candidate may not always be the best candidate for a supervisory position and he would like to be able to consider any one of the top three.

Chairman Kucler explain the current testing procedure can include a written exam followed by an assessment center. Various weights are set for scoring of the written and assessment center. The assessment center is set up to measure skills of the candidates and the commission has been using the Ohio Fire or Police Chiefs Associations to conduct tests. He asked if Mayor Clough would like other factors to be used to determine the ranking of the candidates.

Mayor Clough explained in the past only written exams had been conducted but since the city started to incorporate assessment centers into the testing process there has been a better measure of candidates. He noted that the chiefs associations give their input during the process to determine the scoring but everyone can have a different opinion on who is the best candidate, so the city may not always get the best candidates for the positions of chief or other supervisors. He added that the state chiefs associations may not understand the workings of the city’s departments since all cities are different and questioned if they are the correct testing company to use. Since scores for the rankings can be very close he would like to be able to select from the top three to find the best fit for the position. Through the testing process there have been a good group of candidates.

Discussion ensued and Ms. Dillinger noted that she is employed in the Human Resources Department for the City of Lakewood and has worked with civil service commissions. She stated that it is becoming more common for cites to consider one of the top three candidates for a promotion. It was determined that draft changes of the rule should be prepared. Ms. Leisure explained a draft would be prepared and then discussed at the next meeting. After that, a public hearing can be scheduled no less than seven days since the change is proposed at an open meeting. Suggested dates for a future meeting were discussed. Mr. Sullivan will be contacted to check his availability for a meeting. A future public hearing can then be scheduled.

Miscellaneous

None

Adjournment

Meeting Adjourned at 8:22 a.m.

Chairman Dennis Kucler

Clerk of Commissions, Nicolette Sackman

Approved: _____