

Meeting of the Lakewood Civil Service Commission
Held Remotely
Municipal Building
12650 Detroit Avenue
July 9, 2020, 5:00 p.m.

Meeting called to order at 5:02 p.m.

Present: Commissioners, Maria Shinn, Ken Kowalski and secretary, Jeannine Petrus

Also present: Jen Swallow, Asst. Law Director, Claudia Dillinger, HR Director, Chief Dunphy, Chief Al Woo (OFCA), Jeremy King, Mark Koehler, Scott Koehler, Brian Sedmak, Mike Tripodi, John Catani, Nick Sambula and Brian Scharfenberg

Reading and disposal of the minutes from the regular meeting held on June 11, 2020 and special meeting held on June 18, 2020.

Motion by Ms. Shinn second by Mr. Kowalski to approve the minutes of the regular meeting on June 11, 2020 and special meeting held on June 18, 2020 without the necessity of a reading.

Ayes: 2 Nays: 0

New Business:

1. Request to conduct a Promotional examination for the position of Police Chief.

Mr. Kowalski inquired if this was an expected retirement. Mrs. Petrus reported that she began working with Finance on an RFP earlier in the year since an exam was expected with late this year or early next. The RFP has been posted in the newspaper and proposals are due back to the City by July 15, 2020. Once she receives the proposals, they will be emailed to all parties involved in the review process.

Motion by Ms. Shinn second by Mr. Kowalski to approve the request to hold a Promotional examination for the position of Police Chief. The exam will consist of a 100% Assessment Center. Minimum passing score on the Assessment Center will be 75%. Those applicants who pass the Assessment Center will have seniority credit added according to Section 702D of the Civil Service Rules and Regulations and be placed on the eligible list. For those candidates with the same total score, placement on the eligible list will be according to Section 503 of the Civil Service Rules and Regulations. The above examination will be conducted in accordance with Articles 4, 5, and 7 of the Civil Service Rules and Regulations.

Ayes: 2 Nays: 0

2. Appeals to the Fire Captain Assessment Promotional

Ms. Shinn opened the hearing and explained that each appellant will be able to present and the appeals will be heard in alphabetical order. First was Jeremy King. Mr. King's appeal is questioning the validity of the assessment center exercises and a possible conflict of interest. To avoid repeating his concerns he stated that one of the members, Scott Koehler will be addressing his same concerns. The floor was given to Scott Koehler

and each appellant will be given an opportunity to speak to the commission if they wish to add anything.

Jennifer Swallow swore all those that would be giving testimony.

Testimony of Chief Dunphy, John Catani, Matt Scharfenberg, Nick Sambula, Mark Koehler, Brian Sedmak and Mike Tripodi.

All appellants were given an opportunity to speak to the commission.

Chief Woo from OFCA briefly discussed the score sheets and the Proprietary nature of them. He also briefly explained the assessors and scoring process. Mr. Kowalski asked that the commission go into executive session to discuss the proprietary nature of the score sheets and seek advice from their legal representation.

Motion by Mr. Kowalski second by Ms. Shinn to enter into executive session to discuss the above.

Roll Call:

Ms. Shinn: yes

Mr. Kowalski: yes

The commission came out of executive session and informed the appellants that the scoresheet received from OFCA would be shared however the proprietary portion would be redacted. Ms. Swallow will email that to the candidates that requested it.

Ms. Shinn informed all that the continuation of the hearing would take place on August 6, 2020 at 5:00 p.m. due to conflicts with previously scheduled vacations in July.

Motion by Mr. Kowalski second by Ms. Shinn to adjourn the meeting.

Meeting adjourned at 7:52 p.m.

These minutes have been approved as amended and filed on August 6, 2020