

Meeting of the Lakewood Civil Service Commission
Held Remotely
September 10, 2020, immediately following FEWB

Meeting called to order at 5:08 p.m.

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

Also present: Jen Swallow, Asst. Law Director, Claudia Dillinger, HR Director, A/C
Capt. Stone and Chief Malley

Reading and disposal of the minutes from the regular meeting held on August 6, 2020
and the special meeting held on August 13, 2020.

Motion by Mr. Kowalski second by Ms. Shinn to approve the minutes of the regular
meeting on August 6, 2020 and the special meeting held on August 13, 2020 without the
necessity of a reading.

Ayes: 2 Nays: 0

New Business:

1. Request to remove 4 candidates from the Patrol Officer eligible list

Captain Stone addressed the commission and explained the process they are currently
undergoing to complete interviews and background checks for the remained of the
candidates on the eligible list. These candidates have been certified several times and
there is no intention to offer employment. These names need to be removed to allow for
new candidates to be added for a possible offer of employment. The Police Department
currently has 5 openings.

Motion by Mr. Kowalski second by Ms. Shinn to remove Steven Janovich, Daniel
Hinman, Kaleb Kaschalk and Christopher Holmes from the Patrol Officer eligible list in
accordance with Article 6, Section 601 (G) of the Civil Service rules and Regulations.

Ayes: 2 Nays: 0

2. Review and recommendation regarding the RFP responses for the promotional
examination for Police Chief.

The commissioners discussed some of the positive points contained in the proposals.
Chief Malley indicated that as far as he knows the city has used the OACP for the last 19
years for the promotional testing. Mr. Kowalski was happy to see that there seems to be a
process in place to avoid conflicts of interest between the candidates and assessors. Ms.
Shinn and Mr. Kowalski noted they were impressed by both proposals. Ms. Shinn noted
that PRADCO includes an on-boarding process for the new chief. Representatives of
PRADCO were in attendance by phone and offered some explanation of their process and
the on-boarding to help the new chief transition into the job. Mrs. Petrus reported that she
would need to go to Board of Control to secure the funds for this exam but has already
informed those members that this would be coming for their approval.

Motion by Ms. Shinn second by Mr. Kowalski to recommend the City enter into a contract with PRADCO to administer the Police Chief promotional examination in accordance with Article 1 of the Civil Service Rules and Regulations.


Ayes: 2 Nays: 0

General discussion regarding the appointment and reappointment of commissioners. A 3rd commissioner should be named in the near future.

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

Meeting adjourned at 5:57 p.m.

These minutes have been approved as filed on October 8, 2020.


Secretary