

Meeting of the Lakewood Civil Service Commission
Held in Law Department's Conference Room
Municipal Building
12650 Detroit Avenue
September 18, 2017 at 5:15 p.m.

Meeting called to order at 5:11 p.m.

Present: Commissioners, Joe Gibbons, Ken Haber, Ken Kowalski, secretary, Jeannine Petrus

Also present: Jen Swallow, Asst. Law Director, Jean Yousefi, Chief Gilman

Reading and disposal of the minutes from the regular meeting held on July 13, 2017.

Motion by Mr. Gibbons second by Mr. Haber to approved the minutes of the regular meeting on July 13, 2017 without the necessity of a reading.

Ayes: 3 Nays: 0

New Business:

1. Request to extend the eligible list for Firefighter/Paramedic to October 25, 2018.

Chief Gilman reported to the commission that he has made 7 hires from the list so far and intends to hire 3-4 more off of this list if it is approved for the extension. He told the commission that the current list is adequate for his hiring needs right now. He also indicated that many of the candidates are well known to the Fire administration staff due to their involvement with various fire programs.

Motion by Mr. Gibbons second by Mr. Haber to extend the eligible list for Firefighter/Paramedic until October 25, 2018 in accordance with Article 5 of the Civil Service Rules and Regulations

Ayes: 3 Nays: 0

2. Request to amend the job description for the position of Information Systems Manager.

Mrs. Yousefi reported to the commission that the only change would be that the manager would now report to the Mayor instead of the Finance Director. Mr. Haber inquired if this change would elevate the position to a department director. Mrs. Yousefi stated no, the only change is to the reporting authority. The IS Manager works very closely with the Mayor regarding technology advancements and is functioning on the director level but Information Systems is a division not a department. Mr. Haber indicated that there was no cyber security provision in the current job description. Ms. Swallow told the commission that it would be ok to amend the essential job functions to include a provision for cyber security. Mrs. Yousefi will add language for the responsibility for security of all IS systems and data.

Motion by Mr. Kowalski second by Mr. Gibbons to approve the amendments with the minor changes to the reporting authority and the addition of cyber security to the job

description for the position of Information Systems Manager in accordance with Article 2 of the Civil Service rules and Regulations.

Ayes: 3 Nays: 0

3. 2018 Civil Service Budget

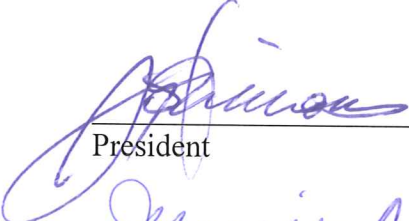
Mrs. Petrus explained that the budget except for a very few line items is set by the finance department. She also reported that there would be a minimum of 6 promotional examinations next year for police and fire as well as an entry level examination for fire. Mrs. Petrus has already emailed the finance director and requested an additional \$25,000.00 to \$30,000.00 for the management consulting line items. This was calculated from the cost of past promotional exams. Discussion by all commissioners regarding the budget and it was decided that we should request the budget for that line items to be \$55,000 to \$60,000 to cover the cost of the exams for 2018.

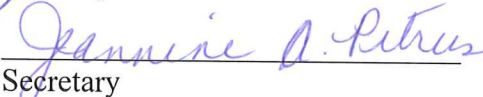
Due to a conflict for Mr. Haber on October 12, 2018, the next regular scheduled meeting will be held on October 23, 2018 at 5:00 p.m. Mrs. Petrus will send out a notice of the rescheduled meeting.

Motion by Mr. Haber second by Mr. Gibbons to adjourn the meeting.

Meeting adjourned at 5:53 p.m.

Oct. 23, 2017
Date



President


Secretary