

Regular Meeting of the Lakewood Civil Service Commission  
Held in Law Department's Conference Room  
Municipal Building  
12650 Detroit Avenue  
May 16, 2018, 8:00 a.m.

Meeting called to order at 8:03 a.m.

Present: Commissioners, Ken Kowalski, Maris Shinn and Secretary, Jeannine Petrus

Also Present: Jen Swallow, Jean Yousefi, Chief Gilman

Motion by Ms. Shinn second by Mr. Kowalski to excuse Mrs. Petti from today's meeting due to a prior work commitment.

Ayes: 2 Nays: 0

Reading and disposal of the minutes from the regular meeting held on April 12, 2018.

Motion by Mr. Kowalski second by Ms. Shinn to approve the minutes of the regular meeting held on April 12, 2018 without the necessity of a reading.

Ayes: 2 Nays: 0

New Business:

1. Review and Ruling of protested questions from the Fire Captain written examination administered on May 4, 2018.

All protests were discussed and reference material reviewed. Chief Gilman provided input to the commissioners.

Motion by Mr. Kowalski second by Ms. Shinn to deny the appeal to questions 23, 36, 51, 82, 110, 144, 146, 150 and 151 of the Fire Captain promotional written examination and consider the keyed answer as the only correct answer.

Ayes: 2 Nays: 0

Motion by Mr. Kowalski second by Ms. Shinn to remove question number 30 of the Fire Captain promotional written examination.

Ayes: 2 Nays: 0

2. Request to amend the job description for the position of Assistant Director, Human Services.

Mrs. Yousefi explained to the commissioners the intent of the changes to the job description. Prior to the layoffs in 2008, there was an Assistant Director for Aging and Youth. At that time the positions of Clinical Manager were the only ones filled and when the Clinical Manager of Aging retired, the new hire was then working across all divisions. Mostly in aging but did cross over to the other divisions. The mayor, finance director, Human Services director and HR director all met and the move to 1 Assistant Director for Human Services was approved. Eventually all Human Services Division will be housed

under one roof and this will provide cohesion for the Department of Human Services and the Director will truly have a 2<sup>nd</sup> in charge.

Motion by Ms. Shinn second by Mr. Kowalski to amend the job description for Assistant Director of Human Services in accordance with Article 2 of the Civil Service Rules and Regulations.

Ayes: 2 Nays: 0

Motion by Ms. Shinn second by Mr. Kowalski to adjourn the meeting.  
Meeting adjourned at 9:10 a.m.

6/14/18  
Date

K.J. Kowalski  
President

Jannine A. Pitrus  
Secretary