



City of Willowick
CIVIL SERVICE COMMISSION MEETING

Tuesday October 10, 2023 at 9:00am
City Council Chambers

ADA NOTICE

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City of Willowick at 440-585-3700 at least three working days before the meeting.

MINUTES

Meeting Called to order by Chairman Lazor at 9:00am

Pledge of Allegiance

Roll Call

Present:

Chairman Mike Lazor; Board Member Jim Tobin; Board Member Bill Wittlinger

Also Present:

Police Chief Rob Daubenmire; Lieutenant Jeff Mastroianni; Fire Chief Bill Malovrh;
Clerk Christine Morgan

Minutes

Motion to approve the minutes of the September 29, 2023 Civil Service Commission Meeting made by Mr. Tobin; Seconded by Mr. Wittlinger.

All Aye; No Discussion; Motion Passed.

Old Business

The Establishment of Testing Criteria and Test Dates for the Civil Service Examination for the Position of Patrol Officer.

The Committee agreed to go with the National Testing Network (NTN) to administer the examination for new patrol officers. Chief Daubenmire noted that Eastlake will work with Sgt. Guerrieri to get Willowick set. The application process will take place with NTN and Willowick will have to furnish NTN with the other criteria set by the Commission. Clerk Morgan will be responsible for alerting the local news media of the information (dates, criteria, etc.) and NTN will handle advertising via social media. The PD will notify NTN of potential dates for testing which will typically be a 3-week period, then the CSC will receive the list to approve and certify per usual. The discussion moved to the inability to locate the previous clerk's announcement and testing documents to review for possible changing. Former Chairman Tobin to check his personal files for a copy of the 2022 announcement and criteria language to review/amend for the new process. Request to adjourn again on Friday, October 13, 2023, to discuss testing dates and amend the press releases.

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Motion to table the discussion until next meeting made by Mr. Tobin; seconded by Mr. Wittlinger.

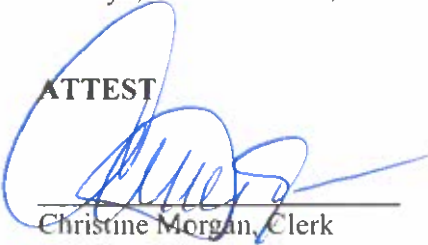
All Aye; No Further Discussion; Motion Passed

Adjournment:

Motion made by Mr. Wittlinger to adjourn; Seconded by Mr. Tobin

All Aye; No Discussion; Motion Carried and Meeting Adjourned 9:25am.

ATTEST



Christine Morgan, Clerk



Mike Lazor, Chairman