

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE COMMISSION
APRIL 14, 2025

The regular meeting of the Civil Service Commission was called to order on April 14, 2025, at 4:01 p.m. in the Council Chamber, with Vice-Chairman Tayek presiding.

Present: Vice-Chairman Richard Tayek, Secretary William Albrecht, and Clerk Valerie Rosmarin.

Absent: Chairman John Polinko.

Also Present: Mayor Mark Spaetzel, Police Chief Vince Molnar, Sgt. Justin Ludwig, Sgt. Anthony Fabrizi, HR Director Lynn Kernya, Chief of Utility Operations Greg Yuronich, and Avon Lake Utilities Board Member Tim Rush.

1. Approval of Minutes

Motion: Vice-Chairman Tayek moved to approve the minutes of March 4, 2025, and March 20, 2025. Seconded by Secretary Albrecht. Motion passed 2-0.

2. Police Department

- Police Chief Exam

The Assessment Center, the second part of the Police Chief Promotional Exam, was held on Saturday, March 29, 2025, with three candidates in attendance. Retired Chief Dan Llewellyn served as the Lead Consultant for the Ohio Association of Chiefs of Police (OACP) and submitted his final report to the Commission on April 1, 2025.

Vice-Chairman Tayek reported that the scores of the Police Chief Exam were tabulated with the ranking of candidates as follows: 1) Caleb Robinson, 2) James Valencic, and 3) Francis Tibbitts.

Motion: Vice-Chairman Tayek moved to certify the Police Chief Eligibility List effective April 14, 2025, to April 13, 2026. Seconded by Secretary Albrecht. Motion passed 2-0.

- Police Lieutenant Assessment Center

The Assessment Center, the second part of the Police Lieutenant Promotional Exam, was held on Sunday, March 30, 2025, with three candidates in attendance. Retired Chief Dan Llewellyn served as the Lead Consultant for the OACP and submitted his final report to the Commission on April 1, 2025.

Vice-Chairman Tayek reported that a protest was filed regarding the results, and the OACP was notified. The official score sheets from the Assessment Center have not been received at the OACP's office in Columbus. Therefore, the Commission will postpone certifying the results until the score sheets can be reviewed to address the protest.

Secretary Albrecht asked Sgt. Ludwig, who filed the protest, about his interaction with the OACP assessors and if he had any contact with them after the Assessment Center.

Sgt. Ludwig stated that the assessors debriefed the candidates at the conclusion of the Assessment Center and were complimentary of the Police Department and said everyone performed well. He attempted to contact two of the assessors to find out what he did wrong and left voice messages. He did not contact Chief Llewellyn. None of the assessors returned his call.

Secretary Albrecht indicated that he has found¹ assessors to be unresponsive to candidates, and communication is usually conducted through the Civil Service Commission or the Mayor.

Mayor Spaetzel reported that he contacted Chief Llewellyn and Mallory Murphy of the OACP regarding the process. He learned that the OACP still has not received the score sheets, which would support the reported scores.

Secretary Albrecht said he would reserve his comments until the Commission hears from the OACP, and the scoring can be reviewed.

Action: No action will be taken until the OACP has received the documentation that will confirm the results of the Assessment Center.

- Police Dispatcher Eligibility List

Vice-Chairman Tayek reported that Nina Uniatowski voluntarily requested that she be removed from the Police Dispatcher Eligibility List.

Chief Molnar stated that after the list was certified, the top five candidates were contacted. Ms. Uniatowski had found employment elsewhere and did not want to be considered for the position.

Motion: Vice-Chairman Tayek moved to remove Nina Uniatowski from the Police Dispatcher Eligibility List. Seconded by Secretary Albrecht. Motion passed 2-0.

- Entry Level Police Officer Exam, Lateral Entry Police Officer Exam, and Request to Amend Rule 14, Section C

¹ Secretary Albrecht is a Police Captain in the City of Lakewood.

Chief Molnar stated that the Entry Level Police Officer Eligibility List will expire on June 2, 2025, and asked the Commission to schedule an exam to create a new list.

He is currently not looking to hire any of the candidates off the list prior to its expiration or hiring a Lateral Entry Police Officer. He requested the Commission prepare exams for both positions.

Clerk Rosmarin reported that she contacted Clancy & Associates to obtain a date for a Laborer Exam for the Public Works Department, and the date of June 18, 2025, has been reserved. Based on the direction of the Public Works Director, this date could be used by the Police Department or both tests conducted on that date.

Chief Molnar explained that the Lateral Entry Eligibility List runs concurrently with the Entry Level Eligibility List. Civil Service Rules 14, Section C, states that there are two entry levels for every lateral entry. In discussion with the Lieutenants in the Police Department, they request the Commission consider a rule adjustment to make the hiring ratio 1:1. There are approximately eight officers that are eligible to retire in the next five years, and the Police Department will be down two as of June 2025. Currently, the Police Department is at full staff at 32. There has been success with hiring Lateral Entry candidates, and it is believed that the City will continue to attract candidates.

Secretary Albrecht recommended the Commission address the rule change in May when the Commission's Chair, John Polinko, will be available.

The Commission discussed the Lateral Entry application process in relation to the Entry Level process, specifically whether to limit the number of applications or to implement qualifying criteria to determine which candidates advance to the Structured Interview phase.

Action: Police Chief Molnar will draft recommended language for the rule change.

The Entry Level process was discussed regarding the test date and advertising strategy, and Clerk Rosmarin was instructed to contact Clancy & Associates to obtain an earlier date.

Motion: Secretary Albrecht moved to authorize the Entry Level Police Officer Exam without a date until conferring with Clancy & Associates. Seconded by Vice-Chairman Tayek. Motion passed 2-0.

3. Public Works Department

- Laborer Exam

HR Director Kernya reported that a candidate on the current Laborer Eligibility List verbally accepted an offer, and she is waiting to receive a signed copy of the

conditional offer.

As reported earlier, Clerk Rosmarin tentatively scheduled a Laborer Exam for June 18, 2025, at 6 p.m.

Motion: Secretary Albrecht moved to authorize the Laborer Exam with Clancy & Associates. Seconded by Vice-Chairman Tayek. Motion passed 2-0.

- Engineering Technical Aide (ETA) I

Clerk Rosmarin reported that the ETAI hired last November resigned, and there is a vacancy.

HR Director Kernya explained that the ETAI hired returned to his prior employer, the City of Westlake, and she will be sourcing a new list for the position.

Clerk Rosmarin stated that the process used for the last list was an Examination by Structured Interview. The Commission will only need to advertise the position, and collect applications, and schedule interviews.

Vice-Chairman Tayek stated that appropriations for the advertisement will be needed.

HR Director Kernya said she hasn't had the opportunity to discuss filling this vacancy with the Mayor and the Public Works Director. They are in the process of hiring a City Engineer, and they may consider waiting until one is hired. Then the City Engineer can be involved in the hiring process of their staff.

Action: This item will be placed on next month's agenda.

4. Avon Lake Regional Water

- Staff Engineer², Senior Engineer³, and Business Development Director Job Descriptions

Vice-Chairman Tayek reported on the draft job descriptions and asked whether they had been reviewed, if there was any input regarding the qualifications, and whether any changes were proposed.

In response, Chief of Utility Operations Yuronich stated that the qualifications and job descriptions have been approved.

Clerk Rosmarin explained that the Avon Lake Municipal Utilities Board approved these

² After this meeting, the Staff Engineer position was renamed as Professional Engineer.

³ After this meeting, the Senior Engineer position was renamed as Senior Professional Engineer.

job descriptions, and they will be reviewed in the Human Resources Committee later tonight and then moved to Council. Since these positions are new, they were brought to the Commission for their review, as required by the Charter.

Motion: Vice-Chairman Tayek moved to accept the job descriptions as presented. Seconded by Secretary Albrecht. Motion passed 2-0.

The meeting adjourned at 4:36 p.m.

/s/ Valerie E. Rosmarin

Valerie E. Rosmarin, Civil Service Clerk

