

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE COMMISSION
AUGUST 11, 2025

The rescheduled meeting of the Civil Service Commission was called to order on August 11, 2025, at 4:18 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, Law Director Gary Ebert, HR Director Lynn Kernya, Fire Chief Jeremy Betsa, Assistant Fire Chief Steve Peter, Police Chief Caleb Robinson, and Councilmembers K. C. Zuber and Geoff Smith.

1. Approval of Minutes

Motion: Vice-Chairman Tayek moved to approve the minutes of July 7, 2025. Seconded by Secretary Albrecht. Motion passed 2-0.

2. Police Department

- Entry Level Police Officer Eligibility List

The Commission received statements from Candidates Carlos Trujillo, III, and Justin Smith requesting to be removed from the Eligibility List.

Motion: Vice-Chairman Tayek moved to remove Carlos Trujillo, III, and Justin Smith from the Entry Level Police Officer Eligibility List. Seconded by Secretary Albrecht. Motion passed 2-0.

- Police Dispatcher/Records Clerk Appointment

Chief Robinson notified the Commission that a conditional offer of employment had been made to Amanda Gallagher Collingwood to the full-time position. Mrs. Collingwood has been employed with the City as a part-time Police Dispatcher and is one of the top five candidates on the Eligibility List.

Motion: Vice-Chairman Tayek moved to certify Amanda Gallagher, now known as Amanda Collingwood, to the classified service as Police Dispatcher/Records Clerk in the Avon Lake Police Department, effective September 15, 2025, at the Step 4 rate of \$28.50 per hour.

- Lateral Entry Police Officer Examination by Structured Interview

Clerk Rosmarin presented a quote from *West Life* to advertise the application process, which will begin August 18, 2025, and asked if the Commission should advertise in another publication, such as Cleveland.com. She noted that the Commission must advertise in a newspaper of general circulation for a minimum of two weeks. After discussion, the Commission and Chief Robinson agreed to accept the applications and run the ad for two weeks (August 18, 2025, to August 29, 2025) and, if necessary, extend the ad for an additional week. Chief Robinson will circulate the job posting to various police associations.

Motion: Vice-Chairman Tayek moved to authorize a budget of \$234 for advertisement in *West Life* for the Lateral Entry Police Officer Examination by Structured Interview. Seconded by Secretary Albrecht. Motion passed 2-0.

3. Public Works Department

- Engineering Technical Aide I (ETA I) Update

Clerk Rosmarin reported that an ad has been airing on Fox 8 News one day per week for the past three weeks; next week will be the last airing. Only one application has been received. She was contacted earlier today by another potential applicant. The job was also posted on Handshake, which is a website for colleges and universities, along with Indeed.com. No fees were assessed for these postings.

4. Civil Service Rule 20, Removal and Appeals

On July 24, 2025, Chief Betsa filed an appeal with the Commission regarding a disciplinary action he received from Mayor Spaetzel. According to Civil Service Rule 20 and Codified Ordinance Section 256.12, the Commission serves as the Appeals Board and will conduct a hearing.

Vice-Chairman Tayek gathered information from Chief Betsa and from the Administration in preparation for the hearing. Specifically, the names of the parties' legal counsel, the number of witnesses to be heard, and the availability of the parties for the hearing.

The Commission agreed that a special meeting will be held next week, and the date will be determined after consulting with Chairman Polinko. At that special meeting, the Commission will adjourn to executive session to discuss the logistics of the hearing. The required notice will be posted and circulated.

Chief Betsa submitted a formal objection to the Commission on the improper disclosure of appeal materials to a non-party for the Commission's consideration.

Motion: Secretary Albrecht moved to accept and file the formal objection of Chief

Betsa with the expectation that it will be discussed by the Commission at the special meeting. Seconded by Vice-Chairman Tayek. Motion passed 2-0.

The meeting adjourned at 4:41 p.m.

/s/ Valerie E. Rosmarin

Valerie E. Rosmarin, Civil Service Clerk

