



**CIVIL SERVICE COMMISSION
MINUTES OF APRIL 11, 2022**

The meeting of the Westlake Civil Service Commission was called to order by Chairman Kucler at 8:05 a.m.

Members Present: Dennis Kucler, Claudia Dillinger, Tim Sullivan
Also Present: Asst. Law Director Robin Leasure, Clerk of Commissions Nicolette Sackman,
Police Chief Bielozer, Cleveland Patrol Officer Estremera

Approval of Minutes

Motion: Mr. Kucler moved, seconded by Ms. Dillinger to approve the 3/23/22 minutes.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Fire Entry Eligibility Waiver

Chairman Kucler advised a waiver was received from one applicant and another is being removed for cause as they did not respond to requests for an interview.

Motion: Mr. Kucler moved, seconded by Ms. Dillinger to remove #15 Jason Lynch (waiver request received) from the fire entrance eligibility list.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Motion: Mr. Kucler moved, seconded by Ms. Dillinger to remove #14 Frank Gromosky (removed for cause) from the fire entrance eligibility list.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Patrolman Entrance Exam

1. Anthony Estremera – protest to rejection of application
2. Establishment of Eligibility List

Chairman Kucler explained Cleveland Patrol Officer Estremera submitted a letter to the commission requesting reconsideration that he be included on the eligibility list. At the past meeting the commission discussed rejecting the applications for those individuals that had incomplete Personal History Questionnaires (PHQ) as of March 9th. At that meeting the rules for the exam were reviewed and a complete PHQ was part of the requirement for the exam in addition to a valid driver's license and high school diploma/GED. According to the documentation received from National Testing Network (NTN) Officer Estremera's PHQ was incomplete.

Officer Estremera explained he took the exam and on his original testing date the proctor did not show up so NTN gave him a voucher to take the exam another date. He explained when that is done all the

previous information was removed and he had to start again. At the bottom of his PHQ it noted that it was complete, but in the last week he went back in and completed it. He showed the commission a copy of a completed PHQ. Discussion ensued if Officer Estremera had taken exams with NTN previously, which he had. Copies received from Clerk Sackman showed the PHQ was incomplete on several dates prior to March 31st including on March 10th which was the morning after the exam testing period ended.

Ms. Sackman prepared a memo showing the exam notices from NTN and the commission; various dates the PHQ showed as incomplete; correspondence Officer Estremera received from NTN as well as correspondence she received; and Officer Estremera's letter. She explained that the Excel spread sheet that NTN provided shows there was a PHQ but when she downloaded the PHQ it said it was incomplete. When she sent the rejection letter Officer Estremera reached out to her stating it was completed. She advised that he contact NTN as what she received showed incomplete. When he did that NTN customer service responded his PHQ was completed but they could not say when it was completed. Ms. Sackman then contacted her NTN Client Services Rep. and they told her that the applicant's customer service rep cannot see everything that they see and the PHQ was incomplete, but some sections were submitted so the customer service rep will see it was submitted. The NTN report notes "yes" there is a PHQ because that means something was submitted but not necessarily that it was completed. That is NTN's standard report all communities receive and not all cities require a completed PHQ. Ms. Sackman reported that NTN advised that their system allows applicants to update their PHQ at any time, even after the exam period has ended, and NTN cannot see when sections are completed.

Lengthy discussion ensued regarding the NTN process and what Westlake required; the various information provided by NTN to the clerk and the applicant. The ads do state that a completed PHQ is required. The over-whelming majority of the applicants did complete the PHQ. Based on the parameters set to take the exam a complete PHQ was required. Of the rejected applications Officer Estremera was the only one to submitted a request to be included on the list. Ms. Leasure advised that the rules do not allow an applicant to protest the exam as it is a standardized test, but what was submitted was a letter requesting his application to be accepted. The commission will need to make a decision based on the rules they set for the exam.

Chief Bielozer explained the department does give applicants an internal PHQ and if they are not completed they reject the applicant. He mentioned that the PHQ provided by NTN does add some information, but at this time they are still evaluating the value of what NTN provides regarding their PHQ. The exam does provided predictors to show performance relative to national norms such as do they work well with others for example. He did inform Officer Estremera there is a lateral hire process and he and the commission encouraged Officer Estremera to submit an application to the HR Department.

The commission reviewed their options: certify the list without Officer Estremera included; certify the list with Officer Estremera included; or certify the list with all the applicants that had incomplete PHQs. After lengthy discussion the commission concluded the rules in the exam notices did spell out what was required. The decision was not a reflection on Officer Estremera's qualifications or character but what was spelled out to take the exam and for the application to be accepted.

Motion: Mr. Kucler moved, seconded by Mr. Sullivan to certify the patrol officer entrance eligibility list as dated April 11, 2022 with 73 names (without Officer Estremera included).

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Miscellaneous - None

Meeting adjourned at 9:01 a.m.

Chairman Dennis Kucler

Clerk of Commissions Nicolette Sackman, MMC

Approved: _____