



**CIVIL SERVICE COMMISSION**

Donald Spera, Chairman

Thomas Cornhoff, Member

Paul Nees, Member

**CIVIL SERVICE COMMISSION MINUTES  
THURSDAY, JANUARY 12, 2017**

**ATTENDEES:**

Present Members: Don Spera, Tom Cornhoff, Paul Nees, Secretary Sandy Panczyk;  
Asst Police Chief Bob Gonsiewski, Fire Chief Tim Morgan, HR Director Kolette Woloszynek, Law Director David Maistros

**CALL TO ORDER:** Chairman Spera called the meeting to order at 8:03 AM in Council Chambers.

**APPROVAL OF MINUTES:**

Mr. Spera asked if the members had reviewed the minutes from the meeting of December 8, 2016. Mr. Spera asked for a motion to approve the minutes.

**MOTION:** Mr. Cornhoff moved to approve the minutes of December 8, 2016 as presented. Mr. Nees seconded the motion. **Motion passed 3-0.**

**PUBLIC PARTICIPATION:**

There was no public participation.

**OLD BUSINESS:**

HR Director Kolette Woloszynek gave an update on the scheduling of the Firefighter Exam. She is working on scheduling with Twinsburg City Schools. The proposed date is Saturday, March 18, 2017 at 10:00 am. The exam will be advertised as soon as the date is firm.

Chief Morgan addressed the Commission regarding establishing a time limit for completion of the physical agility test. Tri-C has a time limit of seven minutes. In order to have a candidate pool that is optimally fit, Chief Morgan would like to make Twinsburg's requirement five minutes. This requirement should be listed in the testing advertisement in bold print.

**MOTION:** Mr. Cornhoff moved to establish five minutes as the time to complete the physical agility test and to be criteria to take the exam on March 18. Mr. Nees seconded. **Motion passed 3-0.**

Chairman Spera revisited the idea of going to a quarterly meeting schedule with additional meetings scheduled as needed. Due to this year's busy testing schedule, it may be awhile until we can go to the quarterly schedule. There will be no meeting in February. The Commission will meet in March and again in April to approve the Firefighter Eligibility List.

**NEW BUSINESS:**

HR Director, Kolette Woloszynek mentioned that she is preparing the Civil Service Year-End Report and will submit it.

She also advised the Commission of Civil Service training which is available. The classes are held in Columbus. She will register anyone who is interested in attending.

**MISCELLANEOUS:**

There was no miscellaneous business.

**SCHEDULE NEXT MEETING DATE:**

The next meeting is scheduled for March 16, 2017.

**ADJOURNMENT:**

Mr. Spera asked for a Motion to adjourn the meeting at 8:25 AM.

**MOTION:** Mr. Nees moved to adjourn the meeting. Mr. Cornhoff seconded. **Motion passed 3-0.**

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Don Spera, Chairman

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Sandy Panczyk, Secretary