



# SHAKER HEIGHTS

**Civil Service Commission Minutes  
City Hall, Conference Room  
Via Zoom Meetings  
Wednesday, September 24, 2025 at 3:00 P.M.**

**Members Present:** Ronald Fountain, Chairperson  
Patricia Inglis, Commissioner  
William McRae, Commissioner  
Sandra Middleton, Civil Service Commission Secretary

**Others Present:** Matthew Carroll, Chief Administrative Officer  
Wayne Hudson, Chief of Police  
Tim Grafton, Police Commander  
Patrick Sweeney, Chief of Fire  
Tom Narowitz, Battalion Chief of Fire  
Patricia Hill, Human Resources Analyst

The meeting was called to order by Chairperson Fountain at 3:03 p.m.

## **Approval of the April 14, 2025 Meeting Minutes**

The April 14, 2025 meeting minutes were approved.

## **Police Entry-Level Eligibility List**

Chief Hudson and Commander Grafton reported that the current police entry-level eligibility list had been exhausted. Only 16 candidates were initially eligible; most were disqualified during polygraph or background checks, and only three hires resulted. The Commission unanimously approved the motion to abolish the existing entry-level list in order to establish a new one.

## **Police Entry-Level Process**

Commander Grafton outlined recruitment efforts, noting that the city lost 39 officers in the past five years and hired 39 replacements. A new union contract with increased wages, a \$10,000 signing bonus (paid over five years), and a \$1,000 officer referral bonus are expected to improve recruiting. The Commission discussed testing vendors. Industrial/Organizational Solutions (IOS) was recommended and approved unanimously as the exam provider. Commissioners emphasized that while written tests meet civil service requirements, true evaluation depends on polygraphs, background checks, and probationary performance. The Commission unanimously approved the motion to allow IOS testing service to continue administering the examination process and move forward with the testing cycle.

## **Police Sergeant Promotional Process**

Director Middleton provided an update on the promotional exam for Police Sergeant. Twelve officers sat for the written test (40% of the overall score), with the top ten advancing to the assessment center scheduled for October 24–25. Three vacancies are anticipated.

### **Fire Entry-Level Eligibility List**

Chief Sweeney reported that the Fire Department's eligibility list, established in March 2024, remains active until March 2026. Six firefighters have been hired from the list, and one retirement is expected at year's end. The Department will refresh the list before requesting a new entry-level exam in 2026. Fire candidates must hold paramedic certification, and many already possess experience when applying. Entry-level hires may bring prior service credit affecting compensation but not seniority.

### **Diversity Report**

Chief Hudson presented an update on Police Department demographics. Current sworn staff includes:

- 39 White officers (58%)
- 20 Black officers (32%)
- 3 Asian officers (3.2%)
- 1 Middle Eastern female officer (1.6%)

Female representation has risen to nine officers. Overall department demographics closely align with citywide population data.

### **Announcements**

- Rotary Safety Forces recognition breakfast scheduled for October 15 at 8:00 a.m. at Fire Station No. 1.
- Additional Civil Service Commission meetings anticipated before year-end to address: certification of the Police Sergeant promotional list, certification of a new police entry-level list, review of Civil Service rules, and planning for future fire entry-level testing.

### **Adjournment**

There being no further business, the meeting was adjourned.

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Sandra Middleton, Secretary  
Civil Service Commission