



SHAKER HEIGHTS

Civil Service Commission Minutes
Via Zoom Webinar
Monday, April 14, 2025 at 1:00 p.m.

Members Present: Ron Fountain, Chairperson
Patricia Inglis, Commissioner
Lee Trotter, Commissioner
Sandra Middleton, Civil Service Commission Secretary

Others Present: Jeri Chaikin, CAO
William Gruber, Law Director
Wayne Hudson, Chief of Police
Patrick Sweeney, Chief of Fire
John Cole, Police Commander
Jennifer Coe, HR Analyst

Chairperson Ron Fountain called the meeting to order at 1:14 p.m., delayed due to technology issues.

Approval of Meeting Minutes

The minutes of the September 10, 2024 meeting were unanimously approved.

Discussion of the removal of candidates from the police lateral eligibility list

HR Director Middleton suggested the removal of three candidates from the list due to failure to complete the necessary steps for consideration.

Motion to remove passed.

The Commission next considered the promotional process for the rank of Police Sergeant.

Two vacancies currently exist in the sergeant ranks, and the prior eligibility list expired on December 16, 2024. Staff reported that thirty officers are eligible under the civil service rules, with a few more possibly reaching eligibility by mid-2025.

For the written examination, staff recommended using Clancy & Associates. The Commission was advised that the exam will be fully customized, drawing only from Shaker Heights Police Department policies and procedures rather than a mix of internal materials and outside reading lists as in 2022. After discussion, the Commission voted unanimously to approve Clancy & Associates for the written exam.

The second component of the process will be an assessment center, designed to measure leadership, problem-solving, presentation, and personnel management skills. The International Association of Chiefs of Police (IACP) conducted the 2022 assessment center and was again



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recommended. Candidates will receive written feedback on their performance as in the previous cycle.

The Commission unanimously approved the recommendation to contract with IACP.

Weights for the two components were then discussed.

As in past years, staff recommended assigning 40 percent of the overall score to the written examination and 60 percent to the assessment center.

This weighting was approved unanimously.

The Commission also approved limiting participation in the assessment center to the top ten candidates from the written examination, citing feasibility, costs, and the number of expected promotions.

The Fire Department reported that the current lieutenant eligibility list will expire within days, and a new process will be scheduled. In addition, entry-level firefighter testing will be needed toward the end of 2025 due to anticipated retirements.

Chief Hudson provided an update on the Police Department's continuous lateral hiring process.

He noted that there are current candidates in background checks and several recruits completing academies this spring. The Commission considered a request to remove seven candidates from the police lateral eligibility list due to non-responsiveness.

The motion was unanimously approved, allowing staff to move further down the list.

A diversity update was presented for the Police Department.

The current sworn staff includes 38 Caucasian males, 15 African Americans, two Asian officers, and one Egyptian officer. Thirteen percent of the force are women, and 31.7 percent are African American, which compares favorably to the city's population of 36 percent. Female representation has also grown from four in 2013 to eight currently.

The Commission recognized Commissioner Lee Trotter for his service since 2013.

Chiefs and fellow commissioners reflected on his leadership in modernizing civil service rules, including adoption of the continuous lateral process, expanding eligibility lists to the top 20, adding exam credits for military and college service, and removing barriers such as application fees. Chief Hudson presented him with a challenge coin in recognition. Several speakers noted his balanced judgment, commitment to fairness, and lasting contributions to Shaker Heights public safety.



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Under other business, the Chair requested that draft minutes be circulated within two weeks of each meeting to aid commissioners' review while discussions remain fresh. The next meeting will be scheduled through a Doodle poll.

Chairperson Ron Fountain adjourned the meeting at 1:49 p.m.

Sandra Middleton, Secretary
Civil Service Commission