



## Civil Service Commission Meeting Minutes

Date: January 18, 2023

Time: 1:06 p.m.

### In Attendance

Linda Smith-Peterson, Commission Chair  
Shirley Merritt, Commission Secretary  
Herb Wilborn, Commission Member at Large  
Vito Kavaliunas, Fire Chief  
Letitia Linker, HR Director  
Brian Kevern, Ex Lieutenant  
Christopher Swope, Ex Lieutenant

- Meeting called to order by Linda-Smith Peterson, Commission Chair.
- Shirley Merritt Read minutes from November 27, 2022 meeting.
- Minutes were approved by Linda-Smith Peterson and Herb Wilborn.
  
- Police - Executive Lieutenant Brian Kevern  
On behalf of Police Department, Ex. Lt. Kevern requested approval of entry level cadet exam testing.  
Testing vendor and cost of service will also be researched.

### Staffing:

Seven open positions.

Twenty-nine presently on staff.

Budgeted for 36

Both vendor recommendation and cost of service will be submitted to CSC for approval.

Testing date will be established as well.

Motion made by Chair Linda Smith-Peterson to approve request, 2<sup>nd</sup> by Herb Wilborn.

**Pass 3-0**



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- Fire - Chief Vito Kavaliunas  
Staffing:  
One Firefighter left Maple Heights to secure a position in Euclid.  
One applicant approved for hire.  
Will soon need promotional Lieutenant test.  
Captain Eligibility list is still viable.
  
- HR Director - Letitia Linker  
Mayor Annette Blackwell's Administrative Assistant will advise the Civil Service Commissioners of upcoming events for the Fire and Police Departments.

Meeting Adjourned: 2:10 p.m.