

MINUTES
OF A REGULAR MEETING OF
LAKEWOOD CIVIL SERVICE COMMISSION
MEETING HELD REMOTELY VIA ZOOM
TUESDAY, AUGUST 18, 2026
2:00 P.M.

Meeting called to order at 2:05 p.m.

- I. Present: Commissioners John Mills, Nathaniel Szep, Terry Vincent, and Secretary James Motylewski.

Also present: Assistant Law Directory Jennifer Swallow, Human Resources Director Claudia Dillinger, and Planning & Development Director Angela Byington.

- II. Reading and disposal of the minutes from the regular Civil Service Commission Meetings held on July 21, 2026, without the necessity of reading.

Motion by John Mills, second by Nathaniel Szep, to approve the minutes of the Regular Civil Service Commission Meeting held on July 21, 2026, without necessity of reading.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

- III. Old Business: None

- IV. New Business:

1. Review and approve the updated job description for the position of Programs Manager within Planning & Development. The job description has been updated due to this position being vacant at the end of the year. The previous job description for this position was last updated in October 2006.

Commissioner Mills asked if the position was under a grant and Angela Byington confirmed that this position was funded through a federal grant. There were no other questions raised regarding the updates made.

Motion by John Mills, second by Terry Vincent, to approve the updated job description for the position of Programs Manager within Planning & Development.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

V. Adjournment:

Motion by Terry Vincent, second by Nathaniel Szep, to adjourn the meeting.

Ayes: 3

Nays: 0

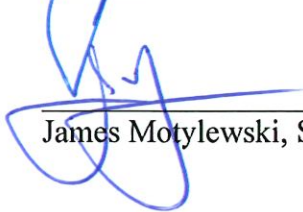
Motion: Passed unanimously.

Meeting adjourned at 2:09 p.m.

Respectfully submitted,



President



James Motylewski, Secretary

9-15-26

Date