

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – MONDAY, JULY 25, 2022**

CALL TO ORDER:

The meeting was called to order at 5:00 PM.

ROLL CALL:

Present were Chairman Donald Schiffbauer and Secretary Bill Holland. Also present were Prosecutor Sean Kelleher, Police Chief Mike Freeman and Deputy Clerk of Council Tina Wieber. Absent was Co-Chairman Sam Spann.

MINUTES:

Chairman Schiffbauer asked if the Commission had any questions or comments regarding the regular meeting minutes of June 27, 2022.

None were given.

It was moved by Schiffbauer and seconded by Holland to approve the regular meeting minutes of Monday, June 27, 2022 as presented.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

REPORTS:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Police Entrance Examinations

Review agencies and costs

Chairman Schiffbauer stated that the agencies presented to them for the Police Entrance Examinations were NTN, Clancy and Associates and IOS. He explained that the Commission had a chance to review them and asked Police Chief Freeman if he had a preference regarding the agencies.

Police Chief Freeman stated that he really didn't have a preference. He mentioned that they had used Clancy in the past as well as IOS. He indicated that he wasn't familiar with NTN. He remarked that obviously they needed to go with what was most cost effective and to use an

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agency that would be fair and balanced for the candidates taking the test so that they could establish the best candidate pool to have.

Chairman Schiffbauer noted that Clancy and Associates did handle the testing for the Fire Department and that they were used to working with the City. He stated that he recalled per previous conversations that Clancy had a good comprehensive approach and had some good follow through on their tests.

Member Holland asked the Police Chief if he had historical numbers regarding the number of candidates that took the exam.

Police Chief Freeman stated that when he started it was 300 but a fair number now would be 30 to 40 candidates.

Member Holland stated that the reason he asked that question was that Clancy and Associates' quote listed up to 30 candidates and then anything over 30 would be \$15 per candidate.

It was moved by Schiffbauer and seconded by Holland to select Clancy and Associates as the testing agency for the Police Entrance Examination.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Calendar of events

Chairman Schiffbauer explained that the Commission received the calendar of events ahead of time and asked if Member Holland had any questions regarding the calendar of events.

Member Holland mentioned that his questions had been answered and he had no further questions.

It was moved by Holland and seconded by Schiffbauer to approve the Calendar of Events as provided.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Review advertising and costs

Chairman Schiffbauer discussed that the Commission had the online ads and newspaper publications in front of them and had an opportunity to review them. He stated that they had one quote from Ohio Advance and one for the Chronicle Telegram.

Deputy Clerk of Council Wieber explained that Ohio Advance was both the Plain Dealer and Cleveland.com. She stated that Advance took care of both online and the print and the total for both was \$631.52.

Chairman Schiffbauer asked if the cost for the Telegram was \$500.

Deputy Clerk of Council Wieber indicated that it was \$500 for the online posting and \$75 for each day published in the newspaper for a total of \$650.00.

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Chairman Schiffbauer asked if the money was in the budget for that advertising.

Deputy Clerk of Council Wieber stated that it was.

It was moved by Holland and seconded by Schiffbauer to approve advertising costs for the Police Entrance Examination.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Application Packet

Chairman Schiffbauer discussed that the Commission had received the application packet and had a chance to review it. He asked if Member Holland had any questions or comments.

Member Holland stated that his questions had been answered and he had nothing further.

It was moved by Holland and seconded by Schiffbauer to approve the application packet for the Police Entrance Examination as presented.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Chairman Schiffbauer stated that the next regular meeting was scheduled for 5:00 PM, Monday, August 22, 2022.

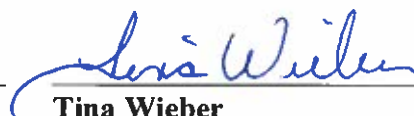
ADJOURNMENT:

It was moved by Schiffbauer and seconded by Holland to adjourn the meeting.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

The meeting was adjourned at 5:12 PM.


Donald Schiffbauer
Chairman
Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, August 22, 2022
Date Approved