

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING**

JULY 17, 2012

To Order: The meeting was called to order at 6:35 P.M.

Roll Call: Present were Members Russ Friedrich and Chairman Jim Yost.
Absent was Member Dan Zezena.
Also present was Recording Secretary Donna Tjotjos

Minutes:

Chairman Yost stated that the first item on the agenda is the minutes of June 19, 2012. He entertained a motion.

It was moved by Friedrich and seconded by Yost to approve the minutes of June 19, 2012.
MOTION CARRIED

Reports:

A brief explanation was provided regarding the time sheets that were signed during the last Civil Service Commission meeting as to why some of the time sheets were already signed and dated prior to May 2012. The Auditor's office response was noted that those time sheets were supporting documentation for retro pay and that no signature from the Commission was required.

New Business:

Correspondence received to remove names from eligibility lists from the Police Department and Fire Department.

1). A letter from Fire Chief Miller requesting that Daniel J. Jedlicka be removed from the eligibility list because he declined an interview on July 11, 2012.

2) A voluntary form completed by applicant Justin Bowden voluntarily removing his name from the eligibility list.

3) Copies of memorandum from the Police Chief regarding applicant Gregory Schnellm and Zara Hudson were received and noted.

Discussion was held regarding the certified eligibility lists. According to the Rules and Regulations the appointments of Police and Fire; Section 1 states that the Commission shall, except as provided for in Sections 124.30 and 124.32 of the Revised Code, certify to the appointing authority thereof the names and addresses of the ten (10) candidates standing highest on the eligible list for the class or grade.

Chairman Yost stated that the Commission certifies the entire list. He asked why it is that only ten names are provided. The procedure was explained that the Commission certifies the entire eligibility list for accuracy and once the appointing authority notifies the Commission that they are ready to interview, the Commission submits the top ten names from the list along with their respective application, extra credit information, certification data obtained during the application process, a copy of their written examination and physical agility examination or certifications. It was stressed that only the top ten are provided based on the Rules and Regulations, Rule VII, Section 1. It was also stated that the Recording Secretary has always been told that the Commission's rule on this was based on the Ohio Revised Code which was amended in 2011.

It was stated that the Rules and Regulations do not provide procedure or direction to provide the appointing authority additional names if applicants are removed from the top ten list. However, that is the current process and that procedure was assumed by the Recording Secretary based on assumption only and without direction from the Commission.

Chairman Yost asked that the Law Director take a look at the Rules and Regulations to provide language to cover the different situations involving Rule VII, Section 5, Names not to be certified for appointment; Section 6. Disqualification of eligibles. Rule VIII, Appointments of Police and Fire; Section 3.

Further discussion was held regarding the Rules and Regulations and the disqualifications of applicants. Recording Secretary asked for the Commission's direction to provide the next two names on the Fire Eligibility List since two names were being removed. A question was raised as to why direction needed to be given when it only seemed logical. It was explained that there is nothing in the Rules and Regulations providing that direction. The discussion continued and the Recording Secretary explained that she received a document indicating that she was doing things without the direction from the Commission. She read the duties of the Recording Secretary as they were explained to her and proceeded to read portions of the document based on the actions she took for the Commission without the Commission's direction. She specifically noted that she took it upon herself to ask the Law Department for input on a document in which the Fire Department already received approval on from the Commission. She apologized for that action as she asked the Law Department for input without the direction from the Commission. She explained that she did apologize to the Fire Chief and Assistant Fire Chief for doing so and has since asked the Law Department to disregard the request for input until such direction from the Commission is received.

She further explained that she was told that she provides her opinions to the Commission during meetings without being called upon and that her job was not to provide opinions. It was also noted that the Fire Department did not know who made the decision to hand out the Fire promotional invitations instead of mailing them certified as in the past. The Commission clarified that it was their decision not to mail the promotional invitations certified based solely on the cost to send certified mail.

The Commission Members both agreed that they require, as part of the duties of the Recording Secretary to provide input, provide reports, and provide opinions. It was explained that the Commission Members are not always privy to different situations that may involve the protection of the City or future applicants, changes in Ohio Revised Code and Rules and Regulations and they do rely on that position's input. Member Friedrich explained that not always are those opinions followed, but they are appreciated.

Chairman Yost stated and Member Friedrich agreed that Civil Service Commission wants the input of the Recording Secretary. Civil Service Commission Members depend on the helpful information from this position in order to render a decision and that means all the time and any time.

Chairman Yost moved the meeting along to note the rest of the correspondence received.

4) Copies of emails from Larry Swenk forwarding the requests to be removed from the eligibility list from Brian Hansen, Jeff Urban, and Gregory Kolek were received and noted.

5) Copy of the Oath of Office of Mitchell Alan Lorig Jr., for the position of Patrolman dated July 6, 2012 with the effective date of hire being July 9, 2012.

Invitation packet for each promotional rank in the Fire Department was reviewed. It was noted that the list of reference materials will be submitted to the Fire Chief for his review by the end of next week and with his input they will be included in the invitations which will be handed out on August 17 from 7:00a.m. to 9:00a.m.

A brochure regarding an upcoming Civil Service Law and Discipline seminar given by Downes Fishel Hass Kim, LLC was handed out to the Members inviting them to attend. It was noted that the Recording Secretary was very interested in attending. Member Friedrich suggested that Member Dan Zezena be contacted to see if he would like to attend.

It was moved by Friedrich and seconded by Yost to approve the expenditures for Donna Tjotjos, Recording Secretary to attend the seminar in representation of the Commission.

MOTION CARRIED

At this time, Chairman Yost and Vice Chairman Friedrich both agreed to cancel the August meeting.

Adjournment:

Chairman Yost moved to adjourn the meeting and Vice Chairman Friedrich seconded.

Meeting adjourned at 7:25 P.M.

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James R. York
Chairman

Donna T. Fazio
Recording Secretary

September 18, 2012
Date Approved