

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
SPECIAL MEETING JULY 6, 2017**

To Order: The meeting was called to order at 6:30 P.M.

Roll Call: Present were Members Nick Ciofani and Chairman James Yost.
Also present was Assistant Law Director Toni Morgan, Clerk of Council Tara Peet and Recording Secretary Donna Tjotjos.

Chairman Yost stated the purpose of this meeting is to review Nathan Yarborough's Patrolman Class C application and determine if military credit can be granted. He asked for a summary of the pertinent information outlined in the memo received from the Assistant Law Director.

Assistant Law Director Morgan explained that the applicant was in the Ohio National Guard and so, his credit allowance would be; if he earned it, 15 percent. He initially didn't have that number. Members need to look at his application that is attached and determine if it meets the Commission's requirements in order to grant the applicant the military extra credit of 15 percent.

Chairman Yost asked if this went back to his superior officer to verify or confirm.

Assistant Law Director Morgan asked the members to look at the DD214 submitted and at the end of it, there is authorization on there. What the Commission needs to decide is whether this was substantially complied with in terms of the current rule. The rule doesn't ask for superior officer's signature. The application did, but the rule does not.

Member Ciofani asked if the DD214 was the gold standard for military record.

Assistant Law Director Morgan stated for military credit, not National Guard or Reserve. We don't ask for that at all in that section.

Recording Secretary Tjotjos stated that the rule doesn't request it but the extra credit document states the filing instructions of the extra credit.

Assistant Law Director Morgan stated yes, the rule doesn't specify but the filing instructions for the extra credit does specify.

Member Ciofani stated that he read over the DD214 and he read over the memo and in looking at the agenda he asked if the reason the applicant did not originally get the 15 percent was because of a typographical error or is there more to that such as the Ohio National Guard may not be considered military.

Assistant Law Director Morgan stated that she believes it may have been looked at under the 20 percent rule and she didn't believe the 15 percent was considered. That was what she is assuming because if the DD214 was provided it was looked at under the 20 percent. At the time he filed, the 15 percent wasn't considered. She is guessing on that.

Member Ciofani stated that there are two tiers of military credit then. One would be at 20 percent which would be a time and then there is a 15 percent which would be reserves.

Assistant Clerk of Council stated that the 20 percent is if you have more than 180 days served.

Assistant Law Director Morgan stated he didn't qualify for that and she believed that may be where the inquiry stopped. If you look at the requirements for the 15 percent and what he turned in, is the determination the Commission needs to make. Does it show enough.....

Chairman Yost asked if the information he provided gives him enough credits to allow for the 15 percent and did he have enough time in the National Guard for the 15 percent.

Assistant Law Director Morgan stated that is what the Civil Service Commission needs to determine. She explained that the rule indicates member in good standing and if you review the DD214 he was released with honorable discharge. Also it states successfully completes initial entry level training and under item number 28, it states completion of initial active duty training. That is what will give him 15 percent. In the instructions, not in our rules, it states proof to be provided and signed by superior. Item number 22 has the name that is authorized to sign, but it is not signed.

Member Ciofani stated that is what is meant by substantially complied. There is also no time involved with the reserve credit.

Chairman Yost asked if he was still in the National Guard.

Assistant Law Director Morgan stated yes.

Recording Secretary stated that you wouldn't know it if you didn't look at the application because the application does state he is currently in the National Guard.

Chairman Yost asked if Civil Service would need to change the rules to allow for this.

Assistant Law Director Morgan stated no. The commission would just have to determine whether or not he complied with the extra credit documentation of 15 percent upon filing his application.

It was moved by Ciofani and seconded by Yost to grant the 15 percent military extra credit based on the documentation that was originally submitted with his application substantially complied with the rules set forth by the Commission.

MOTION CARRIED

Member Ciofani asked for clarification on the 14.68 noted under military credit and asked if that was the 15 percent of his score.

It was moved by Ciofani and seconded by Yost to approve the updated eligibility list

MOTION CARRIED

It was moved by Yost and seconded by Ciofani to approve the certified list as presented.

MOTION CARRIED.

Recording Secretary asked for direction to submit the corrected score letters and corrected position letters to the applicants.

Chairman Yost stated please do.

Assistant Law Director Morgan announced that she will not be in attendance at the regular meeting this month.

ADJOURNMENT:

It was moved by Ciofani and seconded by Yost to adjourn the meeting.

The meeting was adjourned at 6:37 P.M.

James P. Yost
Chairman

Anna Tjos
Recording Secretary

7-18-17
Date Approved