

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
SPECIAL MEETING MAY 23, 2017**

To Order: The meeting was called to order at 6:32 P.M.

Roll Call: Present were Members Nick Ciofani and Chairman James Yost.
Also present was Recording Secretary Donna Tjotjos

Notice of the meeting was read:

The North Ridgeville Civil Service Commission has called a special meeting to be held Tuesday, May 23, 2017 at 6:30 P.M. in the Mayor's conference room to approve the Patrolman Class C Entrance Eligibility List and to certify the top 10 names from this list.

Member Ciofani asked for clarification regarding the extra credit for education, military and OPOTA. It was explained that five points are given if the candidate provides a transcript from a college in a sealed envelope which shows a specific amount of credit hours per semester or quarter and they would have had to obtain a cumulative grade point average of 2.0 or higher.

Member Ciofani stated that he assumed that the Military credit depends upon the amount of time the candidate has served.

It was explained that Military credit is given if the applicant provides a DD214 showing honorable discharge with having served a certain amount of hours. That extra credit is 20% of the total grade. The 15% of the total grade is given; and there wasn't any one who fell into this category, if the candidate is still in the Reserves, they receive 15% credit of the total grade.

Member Ciofani asked for clarification on the OPOTA credit,

It was explained that credit is given to candidates who provide certification from the Ohio Peace Officer Training Academy. That credit is two points.

It was moved by Yost and seconded by Ciofani to approve the eligibility list as presented for Patrolman.

MOTION CARRIED

The list of the top ten were presented and was reviewed.

It was moved by Yost and seconded by Ciofani to certify the top ten candidates from the eligibility list.

MOTION CARRIED

Recording Secretary Tjotjos asked since the eligibility list has been approved and the top ten candidates certified if she has the direction from the Commission to proceed in mailing the position letters to the candidates letting them know their rank.

Chairman Yost stated yes and Member Ciofani agreed.

Recording Secretary Tjotjos asked also if she has the direction of the Commission to release the eligibility list and the top ten certified names to the Police Chief.

Chairman Yost stated yes and Member Ciofani agreed.

ADJOURNMENT:

Chairman Yost adjourned the meeting.

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

James P. Yost
Chairman

Anna Tjotjos
Recording Secretary

7/18/17
Date Approved