

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING MAY 21, 2013**

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

Roll Call: Present were Members Russ Friedrich, Dan Zezena and Chairman Jim Yost.
Also present was Assistant Law Director Toni Morgan, Police Chief Michael Freeman and Recording Secretary Donna Tjotjos.

Minutes:
Chairman Yost asked for any corrections or changes to the minutes. No discussion was offered.

Recording Secretary noted two minor corrections. The date of the approved minutes was corrected to read March 19, 2013 instead of March 19, 2012 as noted in the minutes and on page two the word certified in the last paragraph was corrected to state certify. Chairman Yost noted a correction to be made on page one, last paragraph. He asked that the word "*the*" be removed prior to the word any. He stated that it didn't make sense. Correction was noted.

It was moved by Zezena and seconded by Friedrich to approve the minutes of April 16, 2013 as corrected.

MOTION CARRIED

Reports:

Recording Secretary noted receipt of a memorandum dated April 19, 2013 to the Police Chief providing the three additional names which were certified by Civil Service Commission during their regular meeting held April 16, 2013.

Also noted receipt of memorandum dated April 19, 2013 to Fire Chief Reese providing the list of names which were certified by Civil Service Commission during their regular meeting held April 16, 2013.

Unfinished Business:

It was noted that the Rules and Regulations need to be signed but does not need action.

New Business:

Civil Service Commission acknowledged receipt of memorandum requesting Civil Service to certify two additional names from the Patrolman Class C Eligibility List. An explanation was provided that applicant Ryan Garrison and applicant Joseph Ruic were removed from the certified list and therefore, applicant number 14, Anthony Palcisko and number 15, Christopher Walker were added to the certified list in order that it meet the rule of ten.

It was moved by Friedrich seconded by Zezena to certify the two additional names from the Patrolman Class C Eligibility List.

MOTION CARRIED

Assistant Law Director Morgan asked for clarification as to who was being added to the certified list. Chairman Yost explained Anthony Palcisko and Christopher Walker; the next two on the eligibility list.

Recording Secretary provided the information on the next two candidates on the certified list to Police Chief Freeman and stated that there is one final procedure to take place and that is the request of the TRAIT reports on the two candidates and that will be completed tomorrow.

Chairman Yost stated that there was other business to be brought before the Commission.

Assistant Law Director Morgan asked that the Commission waive their rules to entertain a piece of information that the Law Director requested she provide the Commission.

It was moved by Zezena and seconded by Friedrich to waive the rules in order that Assistant Law Director Morgan provide the Commission with a piece of information that is not on the agenda

MOTION CARRIED

Assistant Law Director Morgan proceeded to explain what she is handing out to the Commission members is the briefest version of Roberts Rules of Order. She noted that she can see that is how the Commission is performing. However, Law Director Crites asked that because Council, Planning Commission, BZA and everybody else follow those rules that she put something together. She explained that the actual set of Rules is nearly 700 pages long and so to condense it down to the one sheet she provided the Commission is very basic and gives a little outline. She stated that they just wanted to add some formality. She noted her belief is that the Rules and Regulations indicate Roberts Rules of Order is the kind of rules that the Commission follows.

Chairman Yost agreed and stated that it is the Commission's guideline.

Assistant Law Director Morgan stated she is providing it as a guideline and if there are any questions from the Commission, they can certainly let her know.

Chief Freeman stated that he will hold off on his request and put the information in writing for the Commission's next meeting. He indicated the subject matter was not a time sensitive issue and will be followed up with the details for next month.

Recording Secretary Tjotjos noted an email received requesting that the title "certification of names from the eligibility list to the certified list if any" be included from this point forward on every agenda. It was explained that Section 6 of the Rules and Regulations; Order of Business will need to be amended to include this item if it is to be permanent, just as reports; unfinished business; new business, etc is listed. It was explained that the Commission does not always certify names from the eligibility list to the certified list so it is up to Civil Service as to whether or not they want to add an item to their order of business even though it may not have or require action.

Chairman Yost agrees that this item would be the same as any other item already on the agenda and believes that it would benefit the Commission if it was added to their order of business.

Recording Secretary asked where the Commission would like to add this title in their order of business in order that an amendment is prepared for the Commission's next meeting.

Assistant Law Director explained the reason this was suggested is that at least every time that issue could come up and if it is needed, it could be done and the main reason being is so that everybody is treated exactly the same. Any time that there is an opening, the Commission will certify. It isn't done differently for different people.

Chairman Yost believes that it will help the Commission, rather than waiting until the next meeting to put it on the agenda.

Recording Secretary asked if the Eligibility List should be added because in order to certify, the Commission has to remove names from the Eligibility List.

Chairman Yost stated if the wording of the title was certified and eligibility list update, then it would cover that issue.

Assistant Law Director stated it was a good idea because to have all this documented per the records is always a good idea.

Chairman Yost asked if there was any other business.

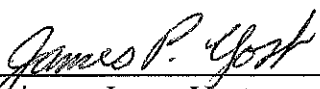
Police Chief Freeman stated that he will prepare the necessary paperwork to remove a candidate from the list who refuses to sign a voluntary removal form.

Chairman Yost entertained a motion to adjourn.

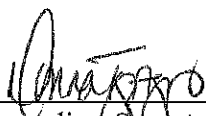
It was moved by Friedrich and seconded by Zezena to adjourn the meeting.

MOTION CARRIED

Meeting adjourned at 6:52 P.M.



Chairman James Yost



Recording Secretary

June 18, 2013
Date Approved