

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING MAY 19, 2015**

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

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

Minutes:

Chairman Yost noted the minutes of the last meeting held April 21, 2015 and asked for a motion.

It was moved by Friedrich and seconded by Yost to approve the minutes of April 21, 2015 as presented
MOTION CARRIED

(Audio tape did not record)

Reports:

Received was a written report provided by Deputy Clerk, Donna Tjotjos on the outcome of the Patrolman's agility exam given April 25 and written exam given April 28. Noted was the advertised check-in time of 9:00 A.M. with a candidate arriving after all the candidates were checked in and instruction was being given. It was asked if there should be a cut off time advertised for the next exam.

Chairman Yost explained that there was a candidate who showed up after all the candidates were checked in and instruction was being given and the candidate did get checked in.

Member Friedrich stated he thought this subject was already brought up before and that there was a cut off time.

Recording Secretary Tjotjos explained that there was for the written exam in that the Commission wouldn't allow anyone to enter after 30 minutes passed the check in time. However, this is the agility exam. The advertised check in time was 9:00 A.M. and because there were three people checking the candidates in, it took only 10 minutes to check them in. There is no way of knowing how many people will be at every exam to check the candidates in and so there is literally no way of knowing how long check in will take.

Member Friedrich suggested that the number of candidates be reviewed prior to the exam and it could be determined right before the exam.

Recording Secretary Tjotjos explained that the candidates know that check in is at 9:00 A.M. because it is advertised and is also included in their application packet. If they are not

present at that time, the Commission shouldn't have to wait around for candidates to show up for an exam scheduled at 9:00 A.M.

Chairman Yost stated that will be noted for consideration at the next exam.

Recording Secretary Tjotjos continued with the report stating that the score letters have been sent and the protest period on the scores ends May 22. The Police Captain asked if there was any way Civil Service Commission could certify the names prior to their next meeting as they have an opening right now and would like to get started on the background checks. They are requesting the eligibility list be certified the first week in June.

Chairman Yost noted that a tentative special meeting could be called for June 2 to review eligibility list.

Member Friedrich stated he was okay with that date.

Recording Clerk Tjotjos continued with the report explaining that during the protest period a few matters regarding the extra credit were brought up. She explained that the extra credit sheet stating the requirements were given to the candidates in their packet. She copied this sheet for the Commission to review. Under the military extra credit, Civil Service Commission requires that "It will be required that applicant submit photo copy of DD214, long form as proof of military service and honorable discharge at the time of application only". She explained that there are two DD214 forms. There is one military form that does not provide discharge status and rankings. This form is called Member 1 form. The other is actually the long form which does give the discharge status and rankings. This form is called Member 4 and this is the form that is required by the Commission to be filed for extra credit. There were five candidates who provided the wrong form, the Member 1 form and it was asked that the Commission consider allowing both forms for extra credit.

Chairman Yost stated that there is a reason the long form is required. The Commission does want to see the rankings and discharge status prior to receiving the extra credit, which is why they asked for that form.

Recording Clerk Tjotjos continued and stated that the college education extra credit was also brought up in discussion by one of the applicants who is in attendance. He would like to plead his case in terms of his lack of providing his college transcripts in time to receive the extra credit.

Scott Chase explained that he completed the application which does reflect him attending college currently and because he was in the middle of studying for his finals and his involvement in baseball, he had to hurry and fill out the application to get it in by its completion date. The first application he completed did not make it by mail to his father to file for him and so, he had to complete another application for his father to pick up. He

explained that he passed over the extra credit section and did not fill it out, but his application states his current college education. He asked that the Commission consider his college transcript for extra credit at this time.

After much discussion, Chairman Yost explained that these matters will have to be reviewed by the Law Department to provide an opinion. He asked Mr. Chase to leave his transcript with the secretary until an opinion could be made on the subject.

After lengthy discussion Member Friedrich agreed that the extra credit for college transcripts should be reviewed along with the military extra credit.

Chairman Yost noted that it could be reviewed during the special meeting discussed earlier; scheduled tentatively for June 2.

Recording Secretary Tjotjos stated that if it is decided that the extra credit be accepted in the positive, a letter will need to be sent out to all the applicants providing them the same opportunity for those to provide the military long form as well as college transcripts that couldn't be provided during the application filing for whatever reason. The same opportunity would have to be given to all applicants. This decision will push the certification of the eligibility list out possibly two weeks longer and therefore, a special meeting to certify the list would not occur prior to the regular scheduled meeting.

Member Friedrich stated that allowing for one really opens up a can of worms, especially when the information provided to the applicant is clearly noted.

Chairman Yost stated that an opinion from the Law Director will need to be provided.

Scott Chase thanked the Commission for their consideration.

Chairman Yost mentioned that he received a phone call from a candidate asking if the Commission would consider giving extra credit to those individuals who are already assigned as Police Officers in other cities.

It was noted that extra credit, at this time, is not given for candidates who are already on the force with other cities.

Unfinished Business: None

New Business:

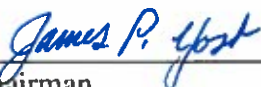
Review of the IPMA General Instructions to proceed in providing information to the testing agency was discussed and after much discussion on what is being required, the Recording Secretary was directed to request the input from the Fire Chief and another special meeting

could be called on June 2 immediately following the special meeting regarding the extra credit. Recording Secretary was directed to send correspondence to the Fire Chief for his review and input of the required information and to request his attendance at this special meeting.

Chairman Yost asked for a motion to adjourn.

Member Friedrich moved to adjourn the meeting.

Meeting adjourned at 7:25 P.M.



Chairman



Recording Secretary

May 19, 2015
Date Approved