

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

APRIL 19, 2011

To Order: The meeting was called to order by Chairman Jim Yost at 7:00 P.M.

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

Minutes:

It was moved by Friedrich and seconded by Zezena to approve the minutes dated March 15, 2011.

MOTION CARRIED

Reports:

The following correspondence was received by the Commission in their meeting packets:

- 1) Received copies of Oath of Office for Lieutenant Anthony Lee and Sergeant Corey Sabo with the effective date of rank being March 22, 2011.
- 2) Received a copy of the completed annual report submitted to State Personnel Review Board.

Unfinished Business: None

New Business:

A brief discussion was held regarding the written and agility examination scores. It was noted that once the Commission approves the scores, the letters will be mailed to the applicants.

It was moved by Friedrich, seconded by Zezena to approve the Patrolman Class C Entrance examination scores

MOTION CARRIED

A brief discussion was held regarding public records retention schedules for Civil Service Commission. It was explained that the last retention schedule completed for Civil Service was in 2009 and the retention dates were based on the Civil Service Commission Rules and Regulations.

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It was explained that the Rules and Regulations specify examination papers of those who have qualified shall be preserved until the expiration of the eligible list on which their names appear, but the examination papers of those who have failed to qualify may be destroyed after sixty (60) days from the announcement of the outcome of the examination. It was explained that the Ohio Public Records Manual suggests that these documents be kept two (2) years after the expiration of the eligibility list. Based on the Rules and Regulations being less than the recommended period, it was suggested that the Civil Service Commission amend their rules and regulations just as other cities are doing to basically conform to the Public Records Law in which said documents will be disposed of based on the Schedule of Records Retention and Disposition of the city of North Ridgeville Civil Service Commission. Direction was given to the Recording Secretary to bring forth a proposed amendment to the next regular meeting.

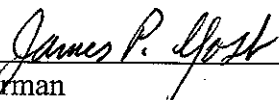
Adjournment:

Chairman Yost stated that if there was no other business, he would entertain a motion.

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

MOTION CARRIED

Meeting adjourned at 6:44 P.M.



Chairman



Recording Secretary

May 17, 2011
Date