

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – TUESDAY, JANUARY 19, 2021**

CALL TO ORDER:

The meeting was called to order at 6:00 PM.

ROLL CALL:

Present were members Michael Crevda (via Zoom), Sam Spann (via Zoom), and Donald Schiffbauer (via Zoom).

Also present were Assistant Law Director Toni Morgan (via Zoom), Assistant Clerk of Council Shari Ma, and Deputy Clerk of Council Lisa Ciofani.

ELECTION OF OFFICERS:

Chairperson:

Member Crevda opened the floor for nominations for Chairperson.

Moved by Crevda and seconded by Spann to nominate Michael Crevda for the position of Chairperson.

A voice vote was taken and the motion carried electing Michael Crevda to the position of Chairperson.

Yes – 3 No – 0

Co-Chairperson:

Chairman Crevda opened the floor for nominations for Co-Chairperson.

Moved by Schiffbauer and seconded by Spann to nominate Donald Schiffbauer for the position of Co-Chairperson.

A voice vote was taken and the motion carried electing Donald Schiffbauer to the position of Co-Chairperson.

Yes – 3 No – 0

Secretary:

Chairman Crevda opened the floor for nominations for Secretary.

Moved by Crevda and seconded by Schiffbauer to nominate Sam Spann for the position of Secretary.

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A voice vote was taken and the motion carried electing Sam Spann to the position of Secretary.

Yes – 3 No – 0

MINUTES:

Chairman Crevda asked for discussion on the minutes of the regular meeting of Tuesday, December 15, 2020. No discussion was offered.

It was moved by Crevda and seconded by Schiffbauer to approve the minutes of Tuesday, December 15, 2020 as presented.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

REPORTS:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Correspondence received from Assistant Law Director Toni Morgan regarding a change to Rule VIII, Section 2 – *Certification no more than three times:*

Assistant Law Director Morgan stated this issue came up several months ago and it's a vestige of the Civil Service Rules that were in another chapter and once it changed to 124 there have been numerous changes since then and the issue was dropped. She advised one of the reasons it was unused and not adopted in the new chapter is that it circumvents the rules of Civil Service that you are promoted based on merit and based on the test alone. She advised this would take somebody who might not have interviewed well after three times and eliminate them, which goes against the rules of Civil Service. She stated her recommendation months ago was to vote to repeal this and not replace it any way, shape or form, but it was never acted on and the issue came up again so now she is making another recommendation that the Commission remove it.

Chairman Crevda advised he supports that recommendation to repeal and delete from the Rules and Regulations.

Assistant Law Director Morgan advised as a rule, the Commission discusses something one meeting and then it will come up for a vote at the second meeting.

Chairman Crevda asked to confirm they don't need to take any action at this meeting.

Assistant Law Director Morgan confirmed at the next meeting.

Chairman Crevda asked for any comments or questions. No discussion was offered.

A letter of retirement received on December 10, 2020 from Lieutenant Robert Knowlton notifying the Commission of his last day on February 1, 2021.

Chairman Crevda advised they received a letter of retirement on December 10, 2020 from Lieutenant Robert Knowlton notifying the Commission of his last day on February 1, 2021.

A request for withdrawal dated January 5, 2021 from Adam Buga from the Firefighter Entrance Eligibility List.

Chairman Crevda advised they received a request for withdrawal dated January 5, 2021 from Adam Buga from the Firefighter Entrance Eligibility List.

Re-certify Firefighter-Paramedic Class C Top 10 List due to request for withdrawal.

Chairman Crevda advised due to the request for withdrawal, the Eligibility List and the Top Ten List would need to be recertified. He asked for any comments or questions from the other members.

Member Schiffbauer acknowledged that regarding the Top Ten List, if he looks at the examination point scores they would be the highest ten out of the larger list. Aside from that, he asked if there is anything else they need to do when looking at the List.

Chairman Crevda had no further comments and asked Deputy Clerk of Council Ciofani for comments.

Deputy Clerk of Council Ciofani had no comments.

Assistant Law Director Morgan advised when it is a police list or fire list, the police and fire departments do additional vetting themselves.

It was moved by Crevda and seconded by Spann to re-certify the Firefighter-Paramedic Class C Top 10 List.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Re-certify Firefighter-Paramedic Class C Eligibility List due to request for withdrawal.

It was moved by Schiffbauer and seconded by Spann to re-certify the Firefighter-Paramedic Class C Eligibility List.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Received Oath of Office for Patrolman Carlos Velez.

Chairman Crevda advised they received an Oath of Office for Patrolman Carlos Velez.

Chairman Crevda asked for any further questions or comments. No discussion was offered.

Re-certify Patrolman Class C Entrance Eligibility Top 10 List due to officer appointment.

Chairman Crevda asked for any further questions or comments. No discussion was offered.

It was moved by Shiffbauer and seconded by Crevda to re-certify the Patrolman Class C Entrance Eligibility Top 10 List.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Re-certify Patrolman Class C Entrance Eligibility List due to officer appointment.

It was moved by Crevda and seconded by Spann to re-certify the Patrolman Class C Entrance Eligibility List.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Certification of payroll by Civil Service Commission (Per Rule I, Section 3).

Chairman Crevda advised due to changes in the Lists and re-certification of the Lists they have to approve the Certification of payroll by Civil Service Commission per Rule I, Section 3 which has been under discussion the last few meetings.

Chairman Crevda asked for any questions or comments.

Assistant Law Director Morgan advised the Auditor's department should have a signed copy once payroll is certified.

It was moved by Crevda and seconded by Schiffbauer to approve the certification of payroll by Civil Service Commission per Rule I, Section 3.

A voice vote was taken and the motion carried.

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Yes – 3 No – 0

ADJOURNMENT:

Chairman Crevda asked for any other questions or comments. No discussion was offered.

It was moved by Crevda and seconded by Schiffbauer to adjourn the meeting.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

The meeting was adjourned at 6:16 PM.

Michael W. Crevda

Michael Crevda
Chairman

Lisa Ciofani

Lisa Ciofani
Deputy Clerk of Council, Recording Secretary

Tuesday, February 16, 2021

Date Approved