

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF  
REGULAR MEETING                      JANUARY 18, 2011**

**To Order:**     The meeting was called to order by Chairman Jim Yost at 6:30 P.M.

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

**Election of Officers:**

Member Yost opened the floor for nominations for the position of Chairman.  
Member Zezena nominated Jim Yost for Chairman.  
Member Zezena closed nominations.  
Since there were no other nominations, Member Jim Yost took his seat as Chairman.

Chairman Yost opened the floor for nominations for the position of Co-Chairman.  
Chairman Yost nominated Russ Friedrich as Co-Chairman  
Chairman Yost closed nominations and since there were no other nominations he announced  
Russ as Co-Chairman.

Chairman Yost opened the floor for nominations for the position of Secretary.  
Chairman Yost nominated Dan Zezena as Secretary.  
Chairman Yost closed nominations and since there were no other nominations, he announced  
Dan as Secretary.

**Minutes:**

moved by Zezena, seconded by Yost to approve the minutes of the regular meeting dated  
December 21, 2010  
MOTION CARRIED

**Reports:**

Recording Secretary provided a report noting the following correspondence received by the  
Commission Members.

- 1)     Received copies of the score letters sent to the Police Department Employees who took  
the promotional examination.
- 2)     Received a draft letter for review.  
A brief discussion was held regarding a thank you letter that was drafted for the Commission to  
review and approve. Recording Secretary was directed to print the thank you letter and the  
Chairman would sign each letter.

moved by Zezena, seconded by Yost to schedule the agility examination for March 19; prior to the written examination scheduled for March 28

**MOTION CARRIED**

It was explained that since the Civil Service Commission chose the Agility Exam to be held on March 19, they would need to meet on March 22 to review the agility scores.

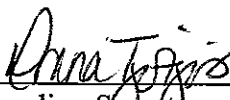
In closing it was explained that the Civil Service Commission will need to approve, at their next meeting, the cost associated with the Patrolman Entrance Examination, along with the application form, notice, advertisement for the news media and website, as well as the agility test.

**Adjournment:**

Chairman Yost asked if there was any other business. Hearing no other business, he adjourned the meeting.

Meeting adjourned at 6:52 P.M.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
February 15, 2011  
Date