NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING SEPTEMBER 18, 2018

To Order: The meeting was called to order at 6:36 P.M.

Roll Call: Present were member Michael Crevda, Vice Chairman Nick Ciofani and Chairman James Yost.
Also present were Police Chief Mike Freeman, Assistant Law Director Toni Morgan and Recording Secretary Donna Tjotjos.

MINUTES:

Chairman Yost stated he didn't get a chance to read through all of the minutes and asked Member Crevda if he had a chance.

Member Crevda stated he got through to page five.

Chairman Yost asked if the Assistant Law Director saw any changes or corrections.

Assistant Law Director stated that she usually doesn't read through the minutes, but this set she did as she wanted to make sure items were addressed and discussed.

Chairman Yost moved the disposition of minutes to be handled once Member Ciofani arrived. He moved the meeting on to reports.

REPORTS:

Chairman Yost noted the Rules and Regulations.

Recording Secretary Tjotjos stated that all the Commission needed to do was sign as they were amended during the last meeting.

Member Ciofani arrived at 6:40 P.M.

Chairman Yost stated that the Commission can move back to taking care of the minutes. He asked Member Ciofani if he had a chance to read the minutes.

Member Ciofani stated that the Commission can move forward with the minutes as he wasn't in attendance at the last meeting and couldn't say whether or not there were corrections.

It was moved by Yost and seconded by Crevda to approve the August 21, 2018 minutes.

MOTION CARRIED

Commission members signed off on the amended Rules and Regulations.

Chairman Yost noted the correspondence via email received from Assistant Clerk of Council Tara Peet regarding the Fire Chief's anticipation of giving a Lieutenant Promotional Exam in 2019 and preparing for 2019 Civil Service Commission's budget.

Deputy Clerk Tjotjos explained that she is now receiving quotes for promotional examinations as well as entrance examinations for budgetary purposes to be brought forward to Civil Service for their next meeting.

Recording Secretary Tjotjos also noted for the record that Civil Service Commission received the Oath of Office presented to Patrolman Patrick West who was sworn in as Police Sergeant September 10, 2018.

Assistant Law Director asked if the Commission has a time frame in which the promotional exams are to be given.

Chairman Yost stated generally, the Commission will have a calendar to work from.

Recording Secretary Tjotjos stated that the Commission doesn't have any dates as of yet but she would have to find out from the Fire Chief when he is expecting a retirement.

Chairman Yost stated they would have to move backwards from that date.

Assistant Law Director Morgan asked how long does it normally take from start to finish.

Recording Secretary Tjotjos stated approximately three months.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Chairman Yost noted the correspondence received from Police Chief Mike Freeman requesting Civil Service Commission consider terminating the current eligibility list and take necessary steps to establish a new list.

Police Chief Freeman provided a color coded spreadsheet noting the candidates from the

current eligibility list. He explained the pink color shows those candidates who were removed from the list. Candidates in the orange were interviewed and they weren't too impressed or interested in hiring them for various reasons. Candidates in the yellow were those that they did hire. They basically have two people at the very bottom left from the current list. They will have one employee that they will need to replace in January and hopefully they will be able to hire a couple more from the budget. They are in a quandary right now with the people that are left on the list. He explained that they burned through that list with only 28 and 29 left; the two at the bottom.

Chairman Yost asked if the new hires were working out.

Police Chief Freeman stated yes. They are all still in field training except for one. She is out on her own now.

Assistant Law Director Morgan asked if there are only two names left on the list.

Police Chief Freeman stated yes, correct. The ones that are marked orange are still technically on the list, but they won't be hired. One individual, Robinson, took a job with Avon Lake. He explained why the candidates in orange weren't viable candidates.

Member Ciofani asked Chief Freeman how many he would be hiring next year.

Police Chief Freeman stated he would like to hire three. He didn't know if the Commission had any monies in the budget remaining for this year and he believed the eligibility list expires in May.

Assistant Law Director Morgan stated that the current eligibility list is up in May and the Commission would begin working on that one in February. If the Commission terminated the list and started a new one, it wouldn't be complete until January. So, there is a difference of getting a list in January or May. She asked if it was that important to get a list five months in advance.

Police Chief Freeman stated it would be helpful. He stated that they have done their due diligence on the current list.

Chairman Yost stated that he didn't want to take the important part of the test into Thanksgiving and Christmas if they can help it. He stated he wasn't sure if that was a good time to be giving an exam.

Police Chief Freeman stated that he can always get the college to hold the physical agility so that it is held indoors instead of outdoors. The weather wouldn't be an issue.

Chairman Yost stated that he was more concerned with the holidays and if that is a good time to do it.

Police Chief Freeman stated that the candidates should be used to it as they won't have holidays off for a long time.

Member Ciofani stated that the Commission wouldn't be scheduling the test on Thanksgiving or Christmas either.

Chairman Yost stated his thoughts and concerns are in regard to studying for the exam during the holidays. If we could do it soon enough so that they are studying for six weeks then it may be better.

Police Chief Freeman stated that what they have found in the past is that these candidates are taking numerous exams in the area around the same time frame and they go from city to city taking examinations. The same men end up on numerous lists. For example, Robinson was on our list, but was hired through Avon Lake. It is a big Ferris wheel.

Member Ciofani asked if the Commission needs to make a decision on this. He would hate to do this and then have the Chief sit on it based on the budget not being approved yet.

Recording Secretary Tjotjos stated that there is money left in the budget to provide the exam this year.

Chairman Yost stated if that is the case, he agrees to proceed.

Police Chief Freeman stated the first thing that needs to happen is to terminate the current list.

Recording Secretary Tjotjos stated that was correct.

Police Chief Freeman stated because the list is only a year and three months old.

Member Ciofani agreed and stated who would want someone who didn't test well to begin with.

Police Chief Freeman stated that is why they are asking. It is tough enough to find someone that is at the top, let alone finding that good candidate that will be meeting with the residents in the community and going to their homes, etc.

Member Crevda stated that the Commission doesn't meet with these guys individually. The Police Chief would know based on the test scores and then meeting with them. If the Police Chief isn't comfortable with them, then he wouldn't be either.

Police Chief Freeman explained that most of the people who were removed from this list had some significant issue where they had to ask them to sign themselves off the list.

Assistant Law Director Morgan added that in working with the courts, and other prosecutors who have their own police force, have said that they like working with our police officers. They respect their reports. They are well written and they make sense. It makes a huge difference to have good candidates.

Member Ciofani stated that it must be important because he wouldn't be in front of the Commission if it weren't. Obviously, this makes more work for him as he could have just sat and waited.

Police Chief Freeman stated that the more time you wait; for example if they waited until January; they would have to pay more overtime for the staff to cover the unfilled position. It takes four months after the person is hired to put them through training and so, that is an additional four months of overtime to continue to keep that position covered.

Member Ciofani stated that the money is in the budget. We can do this so that he isn't stuck.

It was moved by Ciofani and seconded by Crevda to terminate the current eligibility list.

MOTION CARRIED

It was moved by Yost and seconded by Ciofani to proceed in the process of providing a Police Patrolman entrance exam in order to create a new eligibility list.

MOTION CARRIED

Recording Secretary Tjotjos asked Police Chief Freeman if he had a preference on the agency used to provide the examination. She has received a few quotes already but noted that I/O Solutions, who has been used over the last eight years, does not provide proctors as they are in Chicago and so, the Commission would continue to have to proctor the written examination. They do grade the tests and they do provide TRAIT reports. She asked if the Chief would be versed to look at other agencies.

Police Chief Freeman stated yes, as long as they are fair and impartial.
Chairman Yost asked if he had any recommendation as the Commission has always asked

the Chiefs what their thoughts were on the agencies being used.

Police Chief Freeman stated he didn't have a preference.

Member Ciofani asked if there were agencies out there to stay away from.

Police Chief Freeman stated not that he is aware of. All he would be looking for is an agency that is fair and impartial and doesn't cause a lot of problems.

Recording Secretary Tjotjos stated that she hasn't had any problems with I/O Solutions other than they are in Chicago and the Commission has had to proctor their exam.

Member Crevda asked what the approximate cost would be to give the exam.

Recording Secretary Tjotjos stated a ballpark figure to include testing, mailing, and advertising is around $3,000 to $4,000. She asked if Police Chief Freeman had any promotions coming up for next year.

Police Chief Freeman stated no, not next year.

Assistant Law Director Morgan asked if the Commission was deciding on I/O Solutions.

Recording Secretary Tjotjos stated that she would provide pricing on agencies and exams for the next meeting.

Assistant Law Director Morgan asked how many quotes have come in.

Recording Secretary Tjotjos stated she has four so far.

Assistant Law Director Morgan asked how many agencies were asked to provide quotes.

Recording Secretary Tjotjos stated five.

Member Ciofani asked if the meeting next month should be earlier.

Recording Secretary Tjotjos stated that during the next meeting, the Commission would need to approve cost, exam dates, calendar of events, notice, ad, application, etc. and the test would more than likely be held at the end of December.

Chairman Yost stated that two weeks isn't going to make a difference.

Police Chief Freeman agreed and stated it will save him five months.

Chairman Yost stated we should be in good shape. He stated that there isn't anything else to come before the Commission.

ADJOURNMENT:

It was moved by Crevda and seconded by Ciofani to adjourn the meeting
MOTION CARRIED

The meeting adjourned at 7:02 P.M.

James P. Yost
Chairman

Recording Secretary

10-16-18
Date Approved