

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING OCTOBER 16, 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 Assistant Law Director Toni Morgan and Recording Secretary Donna Tjotjos.

MINUTES:

It was moved by Yost and seconded by Crevda to approve the minutes dated September 18, 2018 as submitted.

MOTION CARRIED

REPORTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Chairman Yost addressed Assistant Law Director Toni Morgan and asked if there was any action to be completed by Civil Service regarding the letter received from Patrolman Downing, Stewart, Metzger and Zingale as he believed the certification was complete.

Assistant Law Director Morgan stated that the action has already been taken by the Law Director.

Chairman Yost stated that it states action required.

Assistant Law Director Morgan stated that Civil Service will not be recalculating the scores.

Chairman Yost stated that the only action required has already been directed by the Law Director. We have already made the consideration and it is moot at this point. He moved the meeting on to the entrance exam for the Policemen. The calendar of events, advertisements and costs, etc. will need to be reviewed. He asked if the calendar looks okay.

Deputy Clerk Tjotjos explained that the Police Chief and Captain have arranged for the agility exam to be held at the Lorain Community College on December 15 and because the agility exam is held before the written exam in order to weed out candidates, the written exam is scheduled at

the Early Childhood Learning Center on Wednesday, December 19.

Member Ciofani asked if they had to be at those events.

Deputy Clerk Tjotjos stated that members have to be at both to check in the candidates.

Member Ciofani stated he will be out of town on the 15th, but he could be there for the 19th.

Deputy Clerk Tjotjos stated that she will not be here, but Tara will be there.

Member Crevda stated that the 15th is on a Saturday. He asked what time do they have to be there.

Deputy Clerk Tjotjos stated check-in is at 8:00a.m. The members would have to be there before that time.

Member Crevda stated his wife works in the morning on Saturdays and asked if he could bring his kids.

Member Ciofani asked what time does the written exam start.

Deputy Clerk Tjotjos stated check-in time for the written exam is at 6:00p.m. on December 19th at the Early Childhood Learning Center.

Assistant Law Director Morgan asked if the written exam was timed and asked how long does it take.

Deputy Clerk Tjotjos stated two hours.

Member Crevda stated that they only have to get the candidates checked in and provide a welcome speech. He asked what is involved for the agility exam.

Deputy Clerk Tjotjos stated that each event is scored and if the candidate does not pass an event, their score sheet is handed in at that time to the members. Someone has to be there collecting those score sheets.

Member Crevda asked if that was at least two hours.

Deputy Clerk Tjotjos stated it all depends on how many candidates are there. There were 80 candidates for the last exam and it took two hours. If there are more, it will be longer. It could take the whole morning.

Chairman Yost stated their participation is all in December.

Deputy Clerk Tjotjos stated yes.

Chairman Yost moved the meeting on to the advertisement and costs. He stated that the members will take action after they go through all that is listed.

Deputy Clerk Tjotjos explained there is an ad that is placed in the newspapers and then there is an ad placed on the website. Of course the website ad has more information in it because it is free. The ad placed in the newspaper is a brief summary providing direction to the applicants to view the website for details. The Cleveland Plain Dealer is a cost of \$660.00 for two Sundays, Cleveland.com is an additional \$250.00 and the Chronicle is \$170.00. Total cost for advertisements is \$1080.00.

Chairman Yost stated it didn't sound bad.

Member Ciofani stated if it is done online, it goes to all the other job sites. He didn't think people really read the newspaper anymore.

Deputy Clerk Tjotjos stated that we have also posted the notice at the academy at Lorain County Community College as well at Tri-C. The Police Department has posted it on Facebook and if the Commission would like, she could post it on indeed.com.

Member Ciofani stated he would like to see it posted on indeed.com. He asked if they had to approve the costs.

Deputy Clerk Tjotjos stated that the Commission has to approve all that is listed.

Chairman Yost moved the meeting on to discuss the agencies.

Member Ciofani asked who was used last time.

Deputy Clerk Tjotjos stated the Commission used I/O Solutions. However, they are located in Chicago and the Commission will have to stay for the entire exam to proctor because they don't send anyone in to do that.

Member Ciofani asked about Clancy and Associates.

Deputy Clerk Tjotjos stated that Clancy and Associates sold their business a while ago to Euclid Police Chief. He and his wife now run the business. Before purchasing the business, Clancy and Associates was known to be antiquated as everything was done manually. They would score the exams manually and nothing was done digitally. Since then, they have made everything electronic and even the scoring is done by the computer.

Chairman Yost asked if she has heard anything from anyone else who has used them since they

bought the company.

Deputy Clerk Tjotjos stated no, she hasn't heard anything. The municipalities that she has spoken with have used Ramsey and Associates. However, in speaking with the Ohio Police Chiefs Association while they were here doing the promotional assessments, they recommended Clancy and Associates as they partner with them for promotional exams.

Member Ciofani stated he would like to get an agency that does the proctoring.

Member Crevda asked if everyone else does proctoring except I/O Solutions.

Deputy Clerk Tjotjos stated that I/O Solutions is in Chicago. If they were local, they would do it. Stanard is also in Chicago and they would fly their people here for \$2,000 to proctor the exam.

Chairman Yost stated that the Commission asked the Chief if he had any preference and he didn't.

Deputy Clerk Tjotjos stated during the last meeting, the Chief indicated he didn't care as long as the agency provided a fair and competitive exam.

Chairman Yost stated he believed the Commission will get that with a former Police Chief.

Member Ciofani stated the next item is the notice of the exam. It stated that it will be posted on November 16.

Chairman Yost stated he went over the application packet and it is more than thorough.

Deputy Clerk Tjotjos explained that the application packet includes the Police Department's hiring standards, the job description, an example of the agility exam so that the candidates are aware of what events will take place on that exam. It includes the extra credit information, the acknowledgement and the notice of the exam.

It was moved by Yost and seconded by Ciofani to approve the Calendar of events.

MOTION CARRIED

It was moved by Yost and seconded by Ciofani to approve the advertisements and their associated costs as submitted.

MOTION CARRIED

It was moved by Yost and seconded by Ciofani to approve Clancy and Associates as the agency to provide the written exam with the associated costs submitted.

MOTION CARRIED

It was moved by Yost and seconded by Ciofani to approve the notice of exam as presented and to post on November 16, 2018.

MOTION CARRIED

It was moved by Yost and seconded by Ciofani to approve the application packet to include the associated forms as submitted.

MOTION CARRIED

Chairman Yost moved the meeting on to the 2019 budgetary costs for the Fire Promotional Exam to be given next year.

Deputy Clerk Tjotjos explained the Fire Chief contacted the Assistant Clerk of Council and indicated that they will need a promotional exam done in 2019 because they have someone who is retiring. At that time, she went ahead and reached out to the agencies to get pricing on the assessments and the written exams. Mailing charges were also calculated. These costs are budgetary only and in the past, once Civil Service Commission became aware that a promotional exam was to be held the next year, Civil Service Commission would provide an approval on the agency and their cost or they would provide an approval based on the budgetary numbers so that it can be submitted to Council.

Assistant Law Director Morgan asked if the cost had to be from column one and column two and then added together.

Deputy Clerk Tjotjos explained column one is the assessment center costs and column two is the written exam costs. So, yes both columns will need to be added together.

Member Ciofani asked if this had to go to Council for approval.

Deputy Clerk Tjotjos explained the Assistant Clerk of Council adds the budgetary costs for Civil Service exams into her numbers and presents it to Council.

Chairman Yost asked if they have already been presented.

Deputy Clerk Tjotjos stated she didn't believe so.

Member Ciofani asked if this was for their budget.

Deputy Clerk Tjotjos stated it is the budget for the Fire promotional exam.

Member Ciofani asked if the Commission had to request a dollar amount.

Chairman Yost stated that the Commission should request a dollar amount and asked if the agency had to be chosen now.

Assistant Law Director Morgan asked if the Commission had to choose the companies they are going to use for the promotional exam as the costs are variable.

Deputy Clerk Tjotjos explained what Civil Service has done in the past is they have taken the highest dollar amount for the assessments and added it to the highest dollar amount for the written exam and had approved that amount. That amount would not exceed. Civil Service doesn't have to choose the agency today, but the Commission does have the dollars that will be charged for the promotional exam.

Chairman Yost stated he was shocked at the amount PRADCO charges.

Deputy Clerk Tjotjos stated that PRADCO was the agency that was used the last time.

Member Ciofani asked if the \$38,000 would be added to the written exam.

Deputy Clerk Tjotjos explained that the assessment center costs are listed on the left side of the report. The written exam costs are on the right side of the report. You would take one from each column.

Member Ciofani stated that if the Commission did the absolute highest, the budgetary numbers would be \$40,167.00 which would include the mailing charges. He asked if that was to be asked for and if the Commission comes under that, then they come under.

Assistant Law Director Morgan asked if the costs were based on 20 candidates. She asked if that was typical.

Deputy Clerk Tjotjos stated yes. There are 20 candidates that would be eligible.

Member Ciofani stated that the costs could then be significantly under budget.

Deputy Clerk Tjotjos stated absolutely, because not all 20 candidates take the promotional exam.

Member Ciofani stated that he believes the Commission should budget the \$40,167.00.

Chairman Yost stated he would like Council to be aware that, that is the highest number and that there are agencies that are lower in cost.

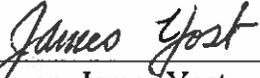
Member Ciofani stated that the Commission could approve the budget not to exceed.

It was moved by Ciofani and seconded by Yost to approve a budgetary cost not to exceed \$40,167.00 for the Fire promotional exam in 2019.

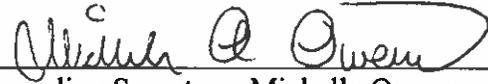
ADJOURNMENT:

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

The meeting adjourned at 7:02 P.M.



Chairman, James Yost



Recording Secretary, Michelle Owens



Date Approved