

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING MARCH 19, 2019**

CALL TO ORDER:

The meeting was called to order at 6:32 P.M.

ROLL CALL:

Present were Chairman Nicholas Ciofani, Co-Chairman Michael Crevda and Secretary James Yost.

Also present was Recording Secretary Michelle Owens.

MINUTES:

Chairman Ciofani asked for any discussion on the minutes of February 19, 2019. No discussion was offered.

It was moved by Yost and seconded by Crevda to approve the minutes of February 19, 2019 as presented.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

REPORTS:

Chairman Ciofani noted the 2018 State Personnel Board of Review Report of Activities. He asked for any discussion from Commission members.

There was brief discussion surrounding the need for action by the Commission. No action was taken; the Commission moved to the next item on the agenda.

Chairman Ciofani noted the updated Civil Service Employee Rosters for Police and Fire Departments. He asked if Commission action was necessary.

Recording Secretary Owens stated that both departments recently provided updated rosters, as they were needed in order to complete the annual report. She indicated that the rosters were distributed to Commission members for informative purposes.

Chairman Ciofani asked for any discussion from Commission members. No discussion was offered.

Chairman Ciofani noted the Oath of Office for Patrolman Douglas J. Cairns. He asked for any discussion from Commission members. No discussion was offered.

UNFINISHED BUSINESS:

Chairman Ciofani introduced the amendment proposed at the regular meeting of February 19, 2019, to the Rules and Regulations, Rule VIII, Section 6, concerning temporary appointments. He asked for discussion from Commission members. No discussion was offered.

It was moved by Yost and seconded by Ciofani to approve the revision to Rule VIII, Section 6 as proposed at the meeting of February 19, 2019.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

NEW BUSINESS:

Chairman Ciofani noted the recommendation to amend the Rules and Regulations regarding weighting of exam scores as required by the terms of the Collective Bargaining Agreements for Police and Fire. He addressed the correspondence received from Assistant Law Director Morgan. He asked for discussion from Commission members.

There was discussion surrounding the previous examination process and the issues that emerged concerning the calculation of scores.

It was moved by Yost and seconded by Ciofani to recommend an amendment to Civil Service Commission Rules and Regulations addressing the weighting of exam scores through use of a multiplier, as proposed by the Law Department.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Ciofani introduced the proposal to amend the Rules and Regulations, Rule V, Section 10 (b), regarding the examination appeal period.

Secretary Yost stated that appeals were previously forwarded to the testing agent prior to review by the Civil Service Commission. He stated that protests would be provided by the recording secretary to the testing agent and, when asked for a decision right away, the testing agent was usually quick to respond.

Chairman Ciofani stated that Chairman Yost made a good point. He cited a portion of Rule V, Section 10 (b), which states that the Commission shall consider each appeal by reviewing each protested question and determining the correct answer. He stated that having some guidance would be helpful to determining the correct answer.

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Secretary Yost discussed potentially approving the proposed amendment provided that there are further revisions to include a review by the testing agent prior to Civil Service Commission rendering a decision.

Chairman Ciofani responded that it made sense to him.

There was discussion concerning the appeal process for previous examinations and the inclusion of protest review by the testing agency.

It was moved by Yost and seconded by Ciofani to approve the revision to Rule V, Section 10 (b), amended to include a review of protests by the testing agent prior to consideration by Civil Service Commission.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Ciofani addressed the re-certification of the Firefighter/Paramedic Entrance Eligibility Top 10 List. He asked for any discussion from members. No discussion was offered.

It was moved by Ciofani and seconded by Crevda to approve re-certification of the Firefighter/Paramedic Entrance Eligibility Top 10 List.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Ciofani noted the re-certification of the Patrolman Class C Entrance Eligibility Top 10 List. He asked for discussion from Commission members. No discussion was offered.

It was moved by Ciofani 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

ADJOURNMENT:

Chairman Ciofani announced the next regular meeting scheduled for April 16, 2019.

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

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A voice vote was taken and the motion carried.

Yes – 3 No – 0

The meeting was adjourned at 6:44 P.M.



Nicholas Ciofani
Chairman



Michelle A. Owens
Deputy Clerk of Council, Recording Secretary

 Tuesday, April 16, 2019
Date Approved