

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF THE  
REGULAR MEETING – TUESDAY, NOVEMBER 17, 2020**

**CALL TO ORDER:**

Chairman Crevda called the meeting to order at 6:30 PM.

**ROLL CALL:**

Present were Chairman Michael Crevda, Secretary Sam Spann and Member Donald Schiffbauer.

Also present were Assistant Law Director Toni Morgan, Auditor April Wilkerson, Assistant Clerk of Council Tara L. Peet and Deputy Clerk of Council Lisa Ciofani.

Chairman Crevda asked for discussion on the minutes of the Special Meeting of Tuesday, October 27, 2020. No discussion was offered.

It was moved by Crevda and seconded by Spann to approve the minutes of Tuesday, October 27, 2020 as presented.

A voice vote was taken and the motion carried.

Yes – 3          No – 0

**REPORTS:**

None.

**UNFINISHED BUSINESS:**

**A memo from Assistant Law Director, Toni Morgan, regarding payroll certification by the Civil Service Commission:**

Chairman Crevda advised that Assistant Law Director Morgan drafted broader language regarding the certification and the language reads, “Pursuant to ORC 9.41, the Chairperson or the Chair's designee shall certify the list containing the names of each person to be paid before a warrant for payment shall be issued and such signature shall certify that each person has been appointed and is employed pursuant to Chapter 124. Electronic signatures are acceptable for this certification.” Chairman Crevda asked Assistant Law Director Morgan for her comments.

Assistant Law Director Morgan advised the language she put together is something that could be adopted and it’s open to either interpretation. She advised Auditor Wilkerson is lobbying for a broader interpretation where the list is not certified every time and the Commission needs to make a decision which way they want to do it and the language she gave them could go either way.

Auditor Wilkerson advised since the implementation of the time-keeping system everything is fully electronic. Her biggest concern is there is a short window of time to get payroll approved and she is concerned it will slow down the process. She is wondering what level of detail the Commission wants. She stated she doesn't have a report that is similar to what used to come to the Commission.

Chairman Crevda advised the last thing he wants to do is slow down payroll and he is willing and able to do anything that doesn't slow it down.

Assistant Law Director Morgan advised ORC 9.41 only mentions the list has to be names of the persons to be paid.

Chairman Crevda stated that makes sense to him as he has no way to track hours, so as long as he has the names he can compare the lists we certify prior to each warrant he is ok with that.

Auditor Wilkerson asked Chairman Crevda if he would be willing to certify a list at the beginning of the year and as things change or if new people are hired they can recertify the list. She asked if they can do this quarterly as opposed to every pay period.

Assistant Clerk of Council Peet advised the list that you certify is people that are not employed yet; they are people eligible for employment. She suggested certifying the list as it is today and every time the list changes they certify again.

Auditor Wilkerson said she would provide a list of all the sworn personnel with police and fire now and when we hire new people or there is somebody that comes on that list or falls off, she would send them a new list to recertify.

Chairman Crevda asked Auditor Wilkerson if she would be solely responsible for that list or any changes to that list and getting it to the Civil Service Commission.

Auditor Wilkerson confirmed she would be happy to do that.

Assistant Clerk of Council Peet advised her office is supposed to get copies of resignations and oaths of office so her office and Auditor Wilkerson's office would be able to back each other up on when the list needs certified.

Chairman Crevda asked Assistant Law Director Morgan if it would be ok to move forward with the language as it appears and how he has read.

Assistant Law Director Morgan advised she believes so and it doesn't say how many times you need to certify, just that your signature indicates that you are certifying it.

Assistant Clerk of Council Peet stated we can officially adopt that rule at the next commission meeting.

Chairman Crevda asked if they could adopt the rule tonight.

Assistant Clerk of Council Peet advised per rules, they are not supposed to adopt a rule at the same meeting it is introduced at.

Chairman Crevda asked the commission for any questions or comments.

Secretary Spann stated his main concern is to make sure they are covering all bases and not slowing payroll down at all.

Member Schiffbauer asked to make clear for the minutes that your signature is strictly for the purpose of certifying names on the list and your signature doesn't hold you accountable to the accuracy of the time records. He stated it is really just the people getting paid for that time period because if it is the former, it requires more discussion. He asked if he is correct.

Assistant Law Director Morgan advised the way the language is written, you are certifying who is to be paid, not how much.

Assistant Clerk of Council Peet suggested to Chairman Crevda at the next meeting he might want to name a designee in the event he is unavailable.

Chairman Crevda asked Secretary Spann if he would be the designee.

Secretary Spann confirmed yes.

Chairman Crevda asked Assistant Law Director Morgan to confirm going forward he will no longer be required to sign timesheets and his signature is only required for the certification lists.

Assistant Law Director Morgan confirmed that is correct.

**NEW BUSINESS:**

**ADJOURNMENT:**

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

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

A voice vote was taken and the motion carried.

Yes – 3      No – 0

The meeting was adjourned at 6:45 PM.

NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
REGULAR MEETING NOVEMBER 17, 2020

*Michael W. Crevda*

**Michael Crevda**  
*Chairman*

*Lisa Ciofani*

**Lisa Ciofani**  
*Deputy Clerk of Council, Recording Secretary*

Tuesday, December 15, 2020

**Date Approved**