

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – MONDAY, MAY 23, 2022**

CALL TO ORDER:

The meeting was called to order at 5:00 PM.

ROLL CALL:

Present were Chairman Donald Schiffbauer and Secretary Bill Holland. Also present were Assistant Law Director Toni Morgan, Police Chief Mike Freeman and Assistant Clerk of Council Fijabi Gallam.

Absent was Co-Chairman Sam Spann.

MINUTES:

Chairman Schiffbauer asked if the members had any questions or comments regarding the regular meeting minutes of March 28, 2022.

It was moved by Schiffbauer and seconded by Holland to approve the regular meeting minutes of Monday, March 28, 2022 as presented.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

REPORTS:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

(T 65-2022) Ordinance No. 5952-2022 - An ordinance repealing and replacing N.R.C.O. Chapter 264, Civil Service Commission

Chairman Schiffbauer advised that the ordinance was created in order to be able to have lateral transfer hiring of police officers from other municipalities into the North Ridgeville Police Department. He discussed that one section stated that no extra credit would be afforded to lateral hires, however, applicants may utilize both the lateral hire process and the Civil Service Commission entrance examination process simultaneously. He asked that if they utilize the Civil Service entrance examination process, would extra credit be counted.

Assistant Law Director Morgan stated that they would.

Chairman Schiffbauer inquired that regarding Section 2(d), where it stated that it shall set a reasonable fee for the application process, if the fees would be the same for applications coming in via the Civil Service entrance exam and the lateral transfers.

Assistant Law Director Morgan answered that they would. She explained that looking at the ordinance, at the third "whereas", it stated that the City of North Ridgeville, through its' Charter, has reserved to itself all home rule powers available to a municipality, and pursuant to the authority wishes to implement the use of lateral hires, also known as lateral transfers, into the City's Civil Service structure. She advised that one of the reasons that particular "whereas" was so important was because anytime Civil Service wanted to differ from what's in the ORC an ordinance would be needed. She indicated that it would be a foundation in case there were ever any challenges. She explained that they were trying to follow the Charter, the Civil Service rules and the ORC as closely as they could to make it fit into the program they already have. She added that in Section 264.01 some of that language was directly from the City's Charter stating that the Civil Service Commission shall operate under the North Ridgeville City Charter and according to the general laws of the State of Ohio and went on to say that it shall adopt such other rules, regulations and by-laws as deemed necessary to conduct its business and that language was from the Charter. She mentioned that the next section, Membership, 264.02, that it was language from the Charter as well. She stated that previously Chapter 264 prior to this ordinance had only one section in it about the secretary, so in addition to adding lateral hires they added other items. She explained that the section on meetings was wording that already existed as part of the by-laws and that Section 264.04 was the only thing previously in Chapter 264. She stated that the real meat and potatoes started in 264.05. She discussed that in 264.05(1)(a) & (1)(c) they had already put together an ordinance to amend it. She explained that the reason was that in Section (1)(a) it talked about a Class A Officer but with the negotiations of the new contract, what was an "A" is now a "B". She discussed that the only other change that was brought to their attention by the Chief was (1)(c) under that same section where it said, applicants must be OPOTA "trained" that would be amended to the word "certified" and that it would run parallel to what was currently required. She commented that in looking at Section 2(a) when utilizing lateral hiring, the Civil Service Commission, as suggested during meetings with the police that to integrate the two, where they usually would certify 10 names after the testing procedure, would change to certify up to 7 names to the certified eligibility list and an additional 3 names may be reviewed from the certified lateral hire list. She explained that the next section under that stated that the list would be active for a year unless they asked for their name to be removed.

Chairman Schiffbauer asked how the three additional lateral transfer names integrated into the list and where would they rank in the 10?

Assistant Law Director Morgan stated that there would be two lists. One list would have 7 names from the Civil Service entrance exam list and the second list would have 3 names from the lateral transfers list. She advised that the Chief would have the discretion on which list to choose from.

Member Holland asked if it would be possible to just select from the lateral list itself and not present the other list.

Assistant Law Director Morgan advised that they would be presented with both lists but it would be possible to choose just from the lateral list.

Member Holland asked if they were to select four names and three were from the lateral list (inaudible)

Police Chief Freeman explained that the way it currently worked was that if there were only three laterals and one was selected and was offered a job, they could pull another lateral name.

Chairman Schiffbauer commented that they could replenish the list.

Police Chief Freeman stated that that was correct. He advised that if they took a name from the Civil Service exam list, Civil Service would give them a new name in those seven. He explained that Member Holland was correct that they could have five lateral transfers and when a name was pulled off, that name would be replaced once they offered him a job and he was hired on.

Assistant Law Director Morgan stated that more and more cities were going towards lateral transfers. She explained that so far she hadn't seen any challenges.

Member Holland (inaudible)

Chairman Schiffbauer advised that the City of Lorain and the Lorain County Sheriff's Department were trading off left and right and he hadn't heard any issues regarding challenges but that it depended on where the officers wanted to go.

Police Chief Freeman explained that the officer would get a higher rate of pay based on their years of experience but they would start at the bottom of the pole. He mentioned that five years

of experience wouldn't transfer as seniority to another department and wouldn't affect picking shifts in terms of preference of night shift or day shift so they kept the union in mind in regards to that.

Assistant Law Director Morgan mentioned that the other areas that she wanted to go over were (d) and (e) that the Civil Service Commission shall fully develop the lateral hire program and advertise for positions, develop, accept and maintain applications, forms, and all related paperwork and that it shall set a reasonable fee for the application process. She explained that the application would be adapted as well and would be provided for the Commission to review. She further explained that any kind of paperwork regarding it would have to mirror Civil Service Rules and Regulations. She discussed that the Commission would communicate with applicants, maintain the integrity of the process, review all the applications for completeness but that the Deputy Clerk of Council would be doing most of that. She stated that they would also develop a lateral hire list for the appointing authority and adjust the existing Civil Service Commission Rules and Regulations to take into account the use of the lateral hire program. She explained that at some point they would need to go through the by-laws. She stated that her intention was to keep them exactly as they were and then add a paragraph or a sentence as needed to accommodate the changes in reference to lateral hires. She mentioned that if they were using the lateral hires more, if it ever were to go away or if they didn't have any for that particular cycle then the rules and regulations would stand.

Chairman Schiffbauer stated that everything besides the lateral transfer appeared to be things they were already doing and that they did a great job capturing everything. He mentioned that people were making choices based on lifestyle, family, culture and was happy to move forward with it.

Police Chief Freeman explained that they were in a cycle where they had a new department and an old department and that in about six years what would happen would be that one-third of the work force would be leaving and what he wanted to do with lateral transfers was to try to maintain the maturity of his work force and to have a blend of ages among his staff.

Chairman Schiffbauer stated that the next regular meeting was scheduled for 5:00 PM, Monday, June 27, 2022.

ADJOURNMENT:

It was moved by Schiffbauer and seconded by Holland to adjourn the meeting.

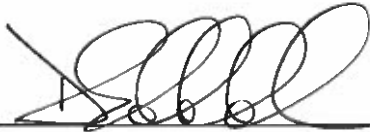
A voice vote was taken and the motion carried.

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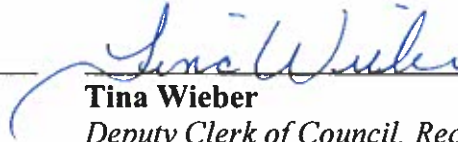
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Yes – 2 No – 0

The meeting was adjourned at 5:17PM.



Donald Schiffbauer
Chairman



Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, June 27, 2022

Date Approved