

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – TUESDAY, JANUARY 21, 2020**

CALL TO ORDER:

The meeting was called to order at 6:32 PM.

ROLL CALL:

Present were members Michael Crevda and Nicholas Ciofani.

Also present were Law Director Brian Moriarty and Deputy Clerk of Council Michelle A. Owens.

MINUTES:

Member Ciofani asked for discussion on the minutes of the regular meeting of Tuesday, November 19, 2019. No discussion was offered.

It was moved by Crevda and seconded by Ciofani to approve the minutes of Tuesday, November 19, 2019 as presented.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Member Ciofani asked for discussion on the minutes of the special meeting of Tuesday, December 31, 2019. No discussion was offered.

It was moved by Crevda and seconded by Ciofani to approve the minutes of Tuesday, December 31, 2019 as presented.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

REPORTS:

Oath of Office for Captain Kevin P. Jones:

Member Ciofani noted receipt of Oath of Office for newly-appointed Police Captain Kevin P. Jones.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Release of Police Captain Promotional Assessment Reports:

Member Ciofani asked for discussion.

Deputy Clerk Owens stated that the testing agency recommends the assessment reports be released to candidates.

Member Ciofani summarized the promotional process, which involves a written exam of multiple-choice questions and candidate interview – or assessment. He spoke about a previous meeting during which it was decided to provide candidates with both how and why they scored as they did, rather than just scores. To arrive at their decision, members believed it would benefit candidates to learn of their strengths and weaknesses; and would give them an opportunity to improve.

Law Director Moriarty asked if the reports would be released after the list was certified.

Deputy Clerk Owens indicated that they would be released after certification.

Member Ciofani asked for any other discussion. No Discussion was offered.

It was moved by Crevda and seconded by Ciofani to release the assessment reports of the Police Captain promotional exam.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

2020 Police Patrolman Class C Entrance Examination:

Member Ciofani asked for discussion.

Deputy Clerk Owens had researched two agencies for the written exam: Clancy & Associates and Ramsey & Associates. She stated that the 2018 entrance exam was administered by Clancy & Associates. She indicated that she had been asked not to use Ramsey & Associates due to past issues.

Law Director Moriarty asked about the role of the testing agency in calculating scores and weighting.

Deputy Clerk Owens responded that scores for entrance exams are not weighted.

Member Crevda asked if the costs were within budget.

Deputy Clerk Owens answered that they were.

It was moved by Ciofani and seconded by Crevda to approve use of Clancy & Associates for the 2020 Police Patrolman Class C entrance examination.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Member Ciofani asked whether any guidance was given in developing the calendar of events.

Deputy Clerk Owens stated that the entrance eligibility list expires January 15, 2021, but was close to being exhausted. She cited this as the reason for re-testing earlier than in previous years. She noted the agility test scheduled for Saturday, April 11, 2020 and the written exam on Monday, April 20, 2020.

It was moved by Ciofani and seconded by Crevda to approve the calendar of events for the 2020 Police Patrolman Class C entrance examination.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Re-certification of the Firefighter/Paramedic Entrance Top 10 List:

It was moved by Ciofani and seconded by Crevda to approve re-certification of the Firefighter/Paramedic entrance top 10 list.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Re-certification of the Police Patrolman Class C Entrance Top 10 List:

Member Ciofani asked about changes to the top 10 list.

Deputy Clerk Owens stated that one candidate had been added to the list due to another having been hired. She commented that the list comprised the remaining ten eligible candidates.

It was moved by Ciofani and seconded by Crevda to approve re-certification of the Police Patrolman Class C entrance top 10 list.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Re-certification of the Police Captain Promotional Eligibility List:

It was moved by Ciofani and seconded by Crevda to approve re-certification of the Police Captain promotional eligibility list.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

ADJOURNMENT:

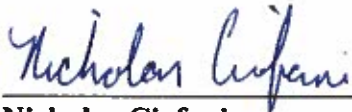
Member Ciofani announced the next regular meeting on Tuesday, February 18, 2020.

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

A voice vote was taken and the motion carried.

Yes – 2 No – 0

The meeting was adjourned at 6:43 PM.



Nicholas Ciofani
Member



Michelle A. Owens
Deputy Clerk of Council, Recording Secretary

Tuesday, February 18, 2020
Date Approved