

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
SPECIAL MEETING – TUESDAY, OCTOBER 27, 2020**

CALL TO ORDER:

Chairman Crevda called the meeting to order at 9:04 AM.

ROLL CALL:

Present were Chairman Michael Crevda and Secretary Sam Spann.

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

Chairman Crevda asked for discussion on the minutes of the Regular Meeting of Tuesday, September 15, 2020. No discussion was offered.

It was moved by Crevda and seconded by Spann to approve the minutes of Tuesday, September 15, 2020 as presented.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

REPORTS:

None.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

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

Chairman Crevda advised he understands the three primary requirements for certification but he is concerned that the CSC has not complied with past certifications by signing payroll sheets after payroll payments have been made versus prior to issuing payroll. Chairman Crevda asked Assistant Law Director Morgan what is the impact on the past certifications.

Assistant Law Director Morgan advised the past certifications were done in good faith and now that we understand it should have been done prior to we can start to move forward with that. She stated it is not going to have any adverse impact on payroll.

Chairman Crevda stated the memo mentions “all interested parties.” Chairman Crevda asked who the interested parties are to inform the CSC of all the concerns and ideas for revisions regarding this issue.

Assistant Law Director Morgan advised for payroll purposes it is primarily the two chiefs because their employees are the ones that are certified. She advised the Auditor also has some concerns and input and she stated she spoke with the Chief of Police about this and the Chief advised he is not interested in any input on this topic and he is fine with whatever the Commission decides. She advised she has not talked to the Fire Chief yet. She added as long as we comply with the statute it doesn’t give us guidelines as to exactly how it has to be but it does say it has to be before a warrant is issued, which is before the checks are issued and approval is given. She stated what we are saying is these people are on our civil service rolls and it’s up to date and they should be paid and legally, more often than not, this particular statute is used in the sense that someone is contesting they didn’t get paid and they are on this roll. She advised this is an old statute but the statute is still on the record so we have to comply with it but they have left it open-ended as to how we do it.

Chairman Crevda asked Assistant Law Director Morgan if she has any suggestions on how to handle it moving forward.

Assistant Law Director Morgan advised we had the best set up with payroll sheets but now it is electronic and perhaps the Auditor can offer something. She advised the Auditor’s original suggestion was when the people are initially sworn if that is enough but Assistant Law Director Morgan stated she does not believe that is enough by the way the statute is written. She stated it can still be an upcoming list of who is to be paid and as long as that list is accurate and we certify it, we are on solid ground.

Member Spann asked if we have reached out to other municipalities to see how they are handling this.

Assistant Law Director Morgan advised no, and the information she gave in the Memo indicated in case law the places she had found and what their manner of doing it was and it looked to be pretty similar to ours and they were actually certifying a list. She stated there is not a lot out there to guide us because it’s not something that usually gets litigated, especially not in this direction and usually it’s someone who didn’t get paid. Assistant Law Director Morgan asked Chairman Crevda if he wants to hear from the Auditor and get her input before he decides.

Chairman Crevda advised yes and asked Assistant Law Director Morgan if the Auditor has made any suggestions to her.

Assistant Law Director Morgan advised just the idea of when people initially are sworn. She stated the way the statute is written and the way it’s been interpreted through the limited case law out there, it looks like they are doing it every time there is a payroll. She advised she believes that is the safest way to go but the list has to have names on it and it can’t just be everyone who is sworn gets paid.

Chairman Crevda advised he agrees with Assistant Law Director Morgan because now that we have gone electronic we have to go through these ongoing audits so just to make sure we are complying with all these ongoing audits he thinks it's a better idea to do this not on a one time basis but each and every time prior to issuing payroll.

Assistant Law Director Morgan advised we can look into the idea of an electronic signature rather than holding a meeting to do this because this will come up every two weeks and it won't coincide with our meetings so that issue has to be addressed as well.

Assistant Clerk of Council Peet advised the way our payroll system works right now every two weeks we have to certify our payroll. She stated the department head goes into the system and verifies time and makes sure forms are properly inputted and the department head hits "approve." She stated, for example, for police and fire, the chiefs would be approving the time and perhaps we can ask the Auditor to add an additional layer so the Chairman or someone else on the Commission would go in every two weeks and certify it after the Chief has. She added it's not a signature but a button to hit "approve."

Chairman Crevda asked if he would have access to this system.

Assistant Clerk of Council Peet advised the intricacies would have to be discussed of how it would work with the Auditor but it would have to be done every two weeks on Monday because the Auditor's office runs payroll and checks go out on Friday.

Chairman Crevda advised he is ok with doing that on an ongoing basis as long as he gets the reminders to make sure he is on top of it.

Assistant Law Director Morgan advised she will talk to the Auditor and if the Auditor wants to talk to the Commission directly we can arrange that and if she can come up with a system or procedure we can put it in a memo and craft a rule that indicates how we are doing it.

Chairman Crevda advised he believes the rule should also include some sort of business continuity plan in an instance where he might not be available and have a back-up plan.

Assistant Clerk of Council Peet stated we have a rule in place that mimics the ORC so if we do change it, which it sounds like we are going to clarify it, we also have to change the rule. She advised she believes it's under administrative rule one or two. She stated we have to present the rule and we can't vote on it at the same meeting we present so we would vote on it in December.

Chairman Crevda advised we will wait to take action until the December meeting.

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.

NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
SPECIAL MEETING OCTOBER 27, 2020

4

A voice vote was taken and the motion carried.

Yes – 2 No – 0

The meeting was adjourned at 9:16 AM.

Michael W. Crevda

Michael Crevda
Chairman

Lisa Ciofani

Lisa Ciofani
Deputy Clerk of Council, Recording Secretary

Tuesday, November 17, 2020

Date Approved