

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING MAY 15, 2018**

To Order: The meeting was called to order at 6:30 P.M.

Roll Call: Present were members Michael Crevda, Nick Ciofani and Chairman James Yost.
Also present were Assistant Law Director Toni Morgan and Recording Secretary Donna Tjotjos.

Deputy Clerk Tjotjos explained that the agenda has been amended and requested Civil Service Commission approve the amended agenda.

Member Ciofani asked what changed.

Deputy Clerk Tjotjos stated that she just received a letter from Fire Chief John Reese today requesting Civil Service Commission remove a candidate from the certified list. It has been placed under new business.

It was moved by Crevda and seconded by Ciofani to approve the amended agenda.
MOTION CARRIED

MINUTES:

Chairman Yost stated that he just had a chance to peruse the minutes and didn't notice any changes or corrections needed. He asked if there was a motion to approve.

It was moved by Yost and seconded by Ciofani to approve the April 16, 2018 minutes.
MOTION CARRIED

REPORTS:

Chairman Yost acknowledged receipt of the Assistant Law Director's response regarding lateral transfers and noted that this information may be useful in the future. He moved the meeting on.

Chairman Yost noted the Police Sergeant Promotional Examination update report on the agenda.

Deputy Clerk Tjotjos reported that out of 21 candidates who were eligible to take the Sergeant Promotional exam, 13 responded that they will be taking the test. The written test is scheduled for June 14th in the Police Training Room. It is hoped that the scores will be

received by the agency the following week prior to the Civil Service meeting June 19.

The calendar of events was handed out to the members. Deputy Clerk Tjotjos stated that Civil Service may need to hold a special meeting to certify the candidates due to the timeframe of the written scores being received, the protest period, and the date the assessment scores are scheduled in. Otherwise the certification will be pushed until the regular meeting in August, which is approximately three weeks after the scores and positions are in.

UNFINISHED BUSINESS:

Chairman Yost noted there was no unfinished business.

NEW BUSINESS:

Chairman Yost acknowledged the need to re-certify Patrolman Eligibility List.

Deputy Clerk Tjotjos noted that the certified list contains the remaining patrolman from the eligibility list.

Member Crevda stated that they moved through that entire list.

Chairman Yost stated that they were probably hired at other places.

Assistant Law Director Morgan asked if they had requested another test at this point.

Deputy Clerk Tjotjos stated no, not at this time.

Chairman Yost entertained a motion to certify the eligibility list as presented.

It was moved by Yost and seconded by Ciofani to re-certify the Patrolman eligibility list as presented.

MOTION CARRIED

Chairman Yost noted the next item on the agenda is to certify the Fire Entrance eligibility list.

Deputy Clerk Tjotjos stated that the Commission will need to approve the written request from Fire Chief Reese to remove the candidate first before they re-certify.

Chairman Yost entertained a motion to approve the written request from the Fire Chief

removing the candidate from the certified eligibility list.

It was moved by Yost and seconded by Crevda to approve the written request from the Fire Chief removing the candidate from the certified eligibility list.

MOTION CARRIED

Chairman Yost entertained a motion to accept and certify the top ten list for the Fire entrance eligibility list as presented.

It was moved by Ciofani and seconded by Crevda to certify the top ten list for the Fire entrance eligibility list.

MOTION CARRIED

Chairman Yost stated that is it for tonight.

ADJOURNMENT:

The meeting was adjourned at 6:47 P.M.

James Yost
Chairman

Anna Tizio
Recording Secretary

6/19/18
Date Approved