

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING JUNE 19, 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.

MINUTES:

Chairman Yost stated he reviewed the minutes and did not see any corrections. He asked if the other members had any corrections. Hearing none, he asked if there was a motion to approve.

It was moved by Crevda and seconded by Ciofani to approve the May 15, 2018 minutes.

MOTION CARRIED

REPORTS:

Chairman Yost acknowledged receipt of the Oaths of Office received for three patrolmen. He asked if there was any unfinished business.

Recording Secretary addressed the Chair and stated that there is isn't any unfinished business but wanted to report on the Sergeant's exam that was given on June 14 by the agency Ramsey and Associates. A few things she stated she wanted to bring to the Commission's attention for future reference. The agency, Ramsey and Associates, who provided the written exam called the day before the exam to ask if she thought the candidates taking the exam were individuals who would study. She stated she couldn't answer that question but followed up and asked the agency why they would need to know that. The response was that if they knew, that would base their decision on whether or not they provided hard questions, medium hard questions, etc. Recording Secretary made note that the agency chose the questions the day before the exam, which gave the perception that not much thought or effort went into making up this exam.

Member Crevda asked if she knew which level of questions they chose.

Recording Secretary stated that she didn't know that.

Assistant Law Director Morgan stated we should find that out, as it would be worth knowing.

Recording Secretary continued to report that the agency had to be told numerous times how many people were taking the test. The agency was emailed giving them instructions with the number of candidates taking the test, but the agency phoned twice to find out how many candidates were taking the exam.

She stated the agency arranged to meet the Recording Secretary at 9:15 on the exam day as check in was at 9:30. The Recording Secretary gave the agency instructions on where to go to meet her. The agency ended up going to Council Chambers instead of the Police Training room, which was where they were instructed to be at 9:15. They arrived at 9:40.

Chairman Yost asked what happened to the exam.

Recording Secretary stated that she checked the candidates in at 9:30, the agency showed up at 9:40 and the test began at 10:00.

Chairman Yost stated that it doesn't instill a lot of confidence in a testing agency.

Recording Secretary stated that she did peruse the exam briefly when she received it today. She couldn't tell whether or not the questions were hard as she didn't study the material. However, looking at the exam and the answer key, most of the exam is done electronically. The agency picks questions from the computer from all the study materials and then the computer will actually grad the test by scanning the answer key the candidate fills out. It isn't something they have to do manually in terms of scoring. They do review the exams after they are scanned and graded by the computer because if a candidate erases an answer and it is not clear, the computer scan may pick up that erasure and mark it wrong. The agency will then mark an "ok" beside the answer if the scan was incorrect. She stated she did review all the answer sheets and it did not appear as if there were any smudge marks on the answer sheets that would cause that problem.

She continued on to explain that the scores were received late Friday and tonight those scores were being presented to the Commission. She stated the scores were calculated by her and then rechecked by Tara to make sure all calculations were correct. She reported that the score letters are ready to be signed this evening and if the scores are approved tonight, the letters will be mailed tomorrow. The protest period will then start tomorrow and will end July 3. With the changes in dates of the protest and scores coming in, she provided a new Calendar of Events showing possible special meetings and if there are special meetings, the regular meetings could be cancelled.

Member Ciofani asked if there are no protests would that effect the special meeting scheduled for July 9.

Recording Secretary stated that if there are no protests, the Commission wouldn't have to meet for a special meeting, they can just meet at their regular meeting in July.

Member Ciofani asked if they can protest the agency's interpretation of the questions.

Recording Secretary stated that per their rules they can review all the questions they answered incorrectly and all the answers to just those questions. They can only protest any incorrect calculations.

Member Ciofani stated then there has to be an error on this end.

Assistant Law Director Toni Morgan stated that they are actually only looking at their score sheet and the incorrect questions. It's not a whole lot at this stage.

The assessment center portion of the exam will be held July 28 and July 29. There are twelve Patrolmen taking the assessment as all twelve passed the written exam. It is hoped to receive the scores from the Assessment Center before August 3. If the Commission approves, a special meeting is scheduled to be held on August 7 to review the total scores and to certify the Sergeant's Promotional Eligibility list. She stated that she is aware that in past years, Civil Service has cancelled their meeting in August. If there are no issues pending from the eligibility list, then the August 21 regular meeting could be cancelled if the Commission desires.

Chairman Yost stated that the Commission may have a better idea by July on whether or not the special meetings will need to take place and so, at this time the Commission will need to wait.

Recording Secretary stated she has finished her report.

Chairman Yost moved the meeting on to new business.

UNFINISHED BUSINESS:

NEW BUSINESS:

Chairman Yost stated that the Fire Fighter eligibility list is in here tonight for review and recertification.

Recording Secretary noted for the Commission that two candidates were removed from the list and two candidates were added.

Chairman Yost asked for assurance that there were ten names on the list.

Recording Secretary stated yes.

Member Ciofani asked why those two candidates were removed.

Recording Secretary stated that Jacob Platt was removed by Civil Service Commission during their last meeting and Clayton Angeloff submitted a letter requesting Civil Service to remove his name.

It was moved by Yost and seconded by Ciofani to recertify the Fire Fighter eligibility list as presented.

MOTION CARRIED

Chairman Yost noted that the Commission has reviewed the written scores from the Sergeants Promotion exam and asked if there was a motion to approve.

It was moved by Ciofani and seconded by Crevda to approve written scores received from the Sergeants Promotional Exam

MOTION CARRIED

ADJOURNMENT:

The meeting adjourned at 6:42 P.M.

Michael Ciofani

Vice-Chairman

Anna T. Fazio

Recording Secretary

July 20, 2018

Date Approved