

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF REGULAR MEETING
OCTOBER 21, 2014**

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

Roll Call: Present were members Russ Friedrich, Dan Zezena and Chairman Jim Yost. Also present were Assistant Law Director Toni Morgan and Deputy Clerk, Civil Service Recording Secretary Donna Tjotjos.

Minutes:

Chairman Yost entertained a motion on the minutes of last month's meeting.

It was moved by Yost and seconded by Zezena to approve the minutes dated September 16, 2014.

MOTION CARRIED

Reports:

During last month's meeting it was requested that the cost for the last promotional examination be presented. Deputy Clerk Tjotjos provided the cost with the comparison of what it would cost to use PRADCO for the assessment center when conducting promotional examinations.

Chairman Yost asked the members if they had a chance to review the materials presented by PRADCO and what their thoughts were on the services they provide.

Member Zezena acknowledged the difference in cost was approximately 50 percent more than what the City has paid in the past. However, he did speak with a few municipalities listed on the reference sheet and they seem to be very pleased with the results of their tests and it may be worth using this company for assessments. He stated that it would eliminate some of the questioning and liability the Commission members had in past.

Member Friedrich stated he also checked with the Police Chief of Strongsville and he noted that they are also pleased with the results of the exams. Although the Police Chief warned him to be careful in what the Commission picks in terms of the exam as it may be costly, however, it is well worth it.

Member Zezena asked if the Police Chief has reviewed the information from this company and if he had any interest in using them. He acknowledged the Fire Chief has expressed his opinion in that he speaks very highly of the company and feels it would be to the City's advantage to use PRADCO for promotional examinations.

Member Friedrich questioned whether they should be used for entrance examinations as well since they do provide accurate details on the candidates.

After lengthy discussion regarding the member's review of the materials presented from PRADCO, direction was given to the Commission Secretary Tjotjos to copy the review material for both Fire and Police Chief's review. It was also asked to include in the correspondence the

question as to whether or not the Police Chief and Fire Chief intends to conduct promotional examinations in 2015 and if so, for which positions. The Commission is requesting their input prior to the next meeting and if they would like to attend the next meeting, it would be up to them.

Unfinished Business:

A. Proposed Civil Service Rules and Regulations amendments

1. Amendment of Rule VIII, Section 3: *One of ten (10) certified to be appointed*

Chairman Yost asked if there were any questions regarding this proposed amendment. He asked why does Section 3 state “of one of ten persons certified to him...” He explained that there may be more than one position and the Commission does certify ten names so why does it state only “one name” is given when more than one name is given. He directed his question to the Assistant Law Director Morgan.

Assistant Law Director Morgan stated that it may just be the same wording that is in the Ohio Revised Code because the majority of the verbiage is taken from the ORC. She would check into that.

2. Amendment of Rule VIII, Section 4: *Probationary period; probationary removal or reduction.*

Chairman Yost asked if there were any questions regarding this proposed amendment. Hearing none, he directed the Secretary to place both amendments on the agenda for action at the next meeting. However, he would like an answer to the question he has posed on the first amendment.

New Business:

New calendar for scheduled meetings in 2015 was presented.

Adjournment:

It was moved by Yost and seconded by Zezena to adjourn the meeting.

MOTION CARRIED

Meeting adjourned at 6:58 P.M.

Chairman

Donna Tjotjos, CMC Deputy Clerk
Civil Service Recording Secretary

November 18, 2014
Date Approved