

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING MARCH 17, 2015**

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

Roll Call: Present were Members Russ Friedrich and Dan Zezena.
Absent was Chairman Jim Yost
Also present was Assistant Law Director Toni Morgan and Recording Secretary
Donna Tjotjos.

Minutes:

Vice Chairman Friedrich noted the minutes of the last meeting held January 20, 2015 and asked for a motion.

It was moved by Zezena and seconded by Friedrich to approve the minutes of January 20, 2015 as presented

MOTION CARRIED

Reports:

Recording Secretary noted that as requested during the last meeting, she presented cost comparisons of the agencies discussed in relation to the Fire Department Promotional Examinations.

Recording Secretary noted correspondence received from Lieutenant Shuler notifying Civil Service of his retirement.

Vice Chairman Friedrich asked if the members needed to make a decision on the promotional comparisons at this time.

Recording Secretary stated that under new business it states review of agency costs and services and members could discuss it at that time.

Unfinished Business:

Vice Chairman Friedrich noted there was no unfinished business.

New Business:

Vice Chairman Friedrich noted the certified eligibility list update.

Recording Secretary stated that there is no change in the lists, however, she wanted to point out that last month, the sixteen names were provided to the Fire Chief so that they could get started on the background of those individuals.

Vice Chairman Friedrich noted the review of costs and services for the promotional examination.

Member Zezena asked for clarification on the \$2900 charge under Clancy.

Recording Secretary explained that it is \$5800 for the first day and any day after they charge \$2900 per day.

Assistant Law Director Morgan asked for a copy of the report provided the Commission.

Member Zezena asked if the city has the money for this and will the Fire Department have 16 candidates. He stated he was surprised as it is a lot of money.

Recording Secretary stated that she was hoping that the Fire Chief would have attended to explain the worth.

Member Zezena asked if there were going to be 16 candidates.

Recording Secretary stated that is the number that would be eligible. She explained that the written examination is completed first. Not all candidates pass the written examination and therefore, they will not go on to the assessment center. There are those too, for whatever reason, which choose not to take the promotional exam.

Member Zezena addressed Member Friedrich and asked if he recalled whether or not the written exam would weed that many out because these guys know what to study.

Member Friedrich stated he didn't think it did as he believed it just ranked them in an order.

Member Zezena agreed and thought that it gives percentage points.

Recording Secretary stated that there have been a few that have failed the written exam. She added that there are those too, for whatever reason, choose not to take the promotional exam.

Member Zezena stated so there are 16 eligible and we are just preparing for the worst scenario. He asked again if the city has the money for this as it is double what we have paid Clancy. He then asked who the Fire Chief wanted, as far as the agency, to provide the written examination.

Recording Secretary responded IPMA was the agency the Fire Chief wanted to use for the written examination.

Member Zezena stated he would assume that the Fire Chief would want the assessment with feedback. There are costs associated with assessment without feedback, assessment with feedback and assessment without feedback and interview questions.

Recording Secretary stated that years ago, Civil Service Commission did request the assessment with feedback but found that because there was an extra charge for the feedback and the feedback

was of no value to the actual results of the tests or changed the results of the test, the Commission decided to do away with receiving feedback.

Member Zezena reviewed the breakdown of costs and asked for an explanation of what the assessment without feedback and interview questions meant.

Recording Secretary explained how the assessment center works and what they would provide in feedback. Because PRADCO is a human resource consulting company they would start the process in providing interview questions at that time.

Member Zezena asked what the Fire Chief wanted as far as what PRADCO was concerned. He asked if he would have wanted the feedback.

Recording Secretary stated he didn't give specifics.

Member Zezena asked if the members shouldn't ask first.

Assistant Law Director Morgan asked if the Chief wanted IPMA.

Recording Secretary stated that the Chief wanted IPMA for the written examination. He requested PRADCO for the assessment center.

Assistant Law Director Morgan asked what is meant by assessment if it isn't written.

Recording Secretary explained how the assessment center works.

Member Zezena stated that the information is also contained in the literature that was received as well as the fact that they came in and did a presentation for Civil Service. He stated that he knows the Fire Chief is all for this and he has spoke to a few of the Firefighters at certain events and they are excited about this.

Assistant Law Director Morgan asked if this was in addition to a written test.

Member Zezena stated absolutely. He stated that it is \$2600 plus the assessment center. He stated that the 16 people will be reduced in some way so there shouldn't be that much in cost. He asked if that was the rock bottom price and stated that they said they would negotiate.

Recording Secretary stated that is the rock bottom price that was negotiated for this cost comparison.

Member Zezena asked what was budgeted.

Recording Secretary stated that she believed only \$25,000 was budgeted for all testing as Clancy was only \$15,000 and the entrance exam for the Patrolman was only at \$5,000. She did explain that by Charter, the city has to provide funding for Civil Service to provide for such examinations. She stated that she will check the exact number that was budgeted. She stated that she believes that it will have to go in front of Council anyway because the cost to be contracted is above \$20,000 and asked Assistant Law Director if that was correct.

Assistant Law Director Morgan stated that she isn't sure for Civil Service on whether it would fall under that because it's not something that would go out to bid.

Recording Secretary stated that one year it did have to go to Council because the dollar amount being paid to Clancy was over \$20,000.

Member Zezena asked who would present this to Council and asked if PRADCO would come back and do a presentation.

Recording Secretary stated that the material is provided to Tara and legislation if needed is drawn up.

Member Zezena stated that his opinion is that he liked the presentation that was given. He believes that the Fire Chief has his opinion and he believes he is an educated man when it comes to these things. He is okay with using PRADCO, but it is a lot of money.

Vice Chairman Friedrich agreed and stated that in talking to some of the other cities, they said to be very careful, but we aren't using them for entrance exams. For the promotional and the Chief's position, he feels that yes, they are expensive but the cities who have used them thought they were worth the money. He asked Member Zezena how comfortable he felt in voting for PRADCO as the agency.

Member Zezena stated that the most expensive choice was \$25,000. He stated that he is comfortable with it. He believes that it is a good service to provide. He stated that they are double in cost.

Vice Chairman Friedrich stated that he believes that the Commission needs to present it to Council and if they feel that the Commission needs to come up with a different agency, then it is up to Council to make that decision.

Member Zezena stated that Council didn't see the presentation and asked if they would make their decision based on money. He stated that they and the Fire Chief have seen the presentation and feel confident that these services from PRADCO have good value.

Assistant Law Director Morgan asked how much was appropriated for this sort of thing. She asked if the Commission does appropriations.

Recording Secretary stated that she submitted to Tara \$25,000 for testing. However there is an entrance exam coming up in May and that was part of that \$25,000. Again, it is not as if the Commission could not request additional funds.

Member Zezena asked when it would have to go to Council.

Assistant Law Director Morgan stated that she didn't believe that this would go to Council that it would be the Commission's decision.

Member Zezena clarified and asked if the Commission says they wanted it, they would have to approve it.

Assistant Law Director Morgan stated yes.

Vice Chairman Friedrich asked if the money was there.

Assistant Law Director Morgan stated that was why she asked if there were appropriations.

Member Zezena stated that it is a lot of increase.

Vice Chairman Friedrich stated that for years Clancy has been plucking along with a shoe string and what happens when there is a day that he can't do this anymore. There are no innovations coming into that consulting agency and with the pressures of today's society, that this is the appropriate time to pick up and do a little bit better.

Member Zezena agreed and stated it was a very good point.

Moved by Zezena and seconded by Friedrich to approve PRADCO for assessment center and IPMA for the written exam.

Recording Secretary asked Members what they would like to see with the assessment center. She asked if they would like to see the assessment with the feedback or without the feedback because ultimately the results will be submitted to them for review.

Member Zezena stated he would like to see it all.

Vice Chairman Friedrich stated he would too. He stated that if the Chief felt that the feedback was not necessary, then the Commission would eliminate the feedback.

Recording Secretary stated that she would provide Civil Service Commission dates and updates on what additional costs would be necessary and have it all ready for the next meeting in order to get started on the Promotional examination. She explained that the Police Entrance Exam will be posted next week.

Member Zezena asked if this was something that the Commission wants to entertain for the Police Department.

Recording Secretary stated that all presented materials were provided to the Police Chief at the request of the Commission and Civil Service has already made a change to use I/O Solutions for their entrance exams.

Assistant Law Director Morgan asked if the Police were part of this \$25,000 appropriation or do they have another number.

Recording Secretary stated that the entrance examination is part of that \$25,000.

Assistant Law Director Morgan asked if that is normal to go back and ask for appropriations.

Recording Secretary stated that she normally budgeted over the amount and so, it never had to go to appropriations.

Assistant Law Director Morgan asked when the budget is done.

Recording Secretary stated at the beginning of the year.

Assistant Law Director Morgan asked if the Commission had their own budget.

Recording Secretary stated that Planning Commission, Board of Zoning and Civil Service all have their own budget. However, they all fall under Council. She stated she provides Tara with numbers that each Board and Commission will need for the year. Tara then presents it to Council during appropriations.

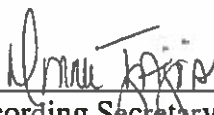
Vice Chairman Friedrich stated that there is no other business.

Moved by Zezena to adjourn and seconded by Friedrich
MOTION CARRIED

Meeting adjourned at 6:50 P.M.



Chairman



Recording Secretary

April 21, 2015
Date Approved