

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF REGULAR MEETING  
SEPTEMBER 16, 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 was Assistant Fire Chief Jonathan Graf and Assistant Clerk of Council, Tara L. Peet.

**Minutes:**

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

It was moved by Friedrich and seconded by Zezena to approve the minutes dated July 15, 2014.

MOTION CARRIED

**Reports:**

None.

**Unfinished Business:**

None.

**New Business:**

Assistant Clerk of Council Peet stated she spoke with Chief Freeman prior to the meeting and he requested the request for examination discussion be postponed until the October meeting.

It was moved by Friedrich and seconded by Zezena to postpone the discussion for a new examination for the Police Department.

MOTION CARRIED

Chairman Yost stated the next item on the agenda was the certified list and eligibility list update.

It was moved by Friedrich and seconded by Zezena to certify and accept the updated eligibility list.

MOTION CARRIED

Assistant Clerk of Council Peet stated both the Fire and Police Chief's request the proposed Civil Service Rule amendments be postponed to the October meeting in order to clear up some language conflicts.

It was moved by Friedrich and seconded by Zezena to postpone the proposed Civil Service Rule amendments to the October meeting.

MOTION CARRIED

Chairman Yost introduced Lawrence Borodkin and Kaleb Embaugh from PRADCO and turned the floor over to them for presentation.

Mr. Borodkin began by stating his company offers leadership assessments. There are no book tests. They do psych evaluations for promotional consideration for Fire and Police as well as entry level for both. This is about eighty (80) percent of what his company does. The other twenty (20) percent is coaching to command staff.

Mr. Zezena asked if the coaching costs additional monies.

Mr. Borodkin stated yes. He further added much of the coaching happens more in the private sector.

Mr. Borodkin discussed the breakdown of how psychs are done for promotionals. He stated the leadership assessment doesn't allow a candidate to prepare. There is nothing to study. PRADCO works with other municipalities to help tailor what a department is looking for in a candidate as far as leadership skills. They tailor the test to meet the criteria needed.

Mr. Zezena asked if the leadership assessment replaces the book exam.

Mr. Borodkin stated no, this could be in addition to or in place of depending on what the municipality decides they need for testing. Typically, municipalities use book testing and leadership assessments for entry level candidates. Promotional exams usually just incorporate a leadership assessment figuring most promotional candidates already know what they need to know from a book exam.

Mr. Borodkin explained that the leadership assessment tests what the candidate is *likely* to do not what the candidate *should* do.

Assistant Fire Chief Graf asked if a book test is still optional for promotionals.

Mr. Borodkin stated yes but typically no book test is given for high level candidates, just a leadership assessment.

Mr. Borodkin stated in addition to municipalities, PRADCO also works with universities. He turned the meeting over to Mr. Embaugh for a step-by-step process of how the leadership assessment works. Mr. Borodkin stated he would leave a packet of materials for the Commission's review.

Mr. Embaugh stated the first step in the leadership assessment process is the candidate will do assessments at home online. Among some of the testing they will do online is a force choice format assessment in which there is no right or wrong answer but the candidate has to select the best choice which most represents them. The next part of the at home, online assessment is a profile the candidate does online which includes things such as work history, accomplishments, additional goals, personal attributes and ranking life goals.

It was moved by Friedrich and seconded by Yost to adjourn into executive session for the purpose of discussing confidential testing materials regarding promotional exams.

**MOTION CARRIED**

(Entered executive session at 6:54 P.M.)

It was moved by Friedrich and seconded by Zezena to adjourn back into the Civil Service Commission meeting.

**MOTION CARRIED**

(Meeting reconvened at 7:00 P.M.)

Mr. Embaugh stated after testing, there is a one hour verbal interview; then a half hour feedback session occurs. During the feedback session, the candidate comes in and meets with the assessor to discuss any red flags found in the testing. The assessor will probe on any red flags. The assessor gives the candidate feedback, but is still critiquing the candidate's responses.

PRADCO produces about a five page report to the municipality showing the candidates strengths and weaknesses. All reports go through a double-blind assessment process in which another Psychologist reviews the report before it comes back to the municipality. The turnaround time typically is two to three days from the last interview.

Mr. Zezena inquired about the cost of the leadership assessment.

Mr. Borodkin stated it depended on how many candidates the municipality had. He further stated it costs \$725.00 per candidate but they can work to reduce the cost by reducing the profile assessment.

Assistant Fire Chief Graf stated he would like to see this for promotionals.

Mr. Borodkin and Mr. Embaugh asked the Commission for any questions.

Chairman Yost thanked them for their time and stated they would review the information.

  
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Chairman

  
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Tara L. Peet, MMC  
Assistant Clerk of Council

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October 21, 2014  
Date Approved