

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING AUGUST 16, 2016**

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

Roll Call: Present were Member Dan Zezena, and Nick Ciofani.
Absent was Chairman James Yost.
Also present was Assistant Law Director Toni Morgan and Recording Secretary Donna Tjotjos.

MINUTES:

Secretary Zezena stated that since the Commission has a new member and one member absent, action on the minutes dated June 21, 2016 will be postponed until the next regular meeting.

REPORTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

Secretary Zezena addressed Deputy Clerk Tjotjos and asked for a reminder on the action needed tonight on the amendment.

Deputy Clerk Tjotjos deferred to the Assistant Law Director Morgan.

Assistant Law Director Morgan explained that were some issues that have risen out of the last examinations regarding the protest appeal process. Some people wanted to protest their scores, but the way the wording is in the rules, it sounded as though there was a protest period and an appeal period; point of fact, it is one thing. She provided a proposed change in the rule that addresses that. She also stated that in the highlighted wording of the proposed changes, it lays out how the appeal process would be followed along with the number of days. Candidates would have an opportunity to review all the questions they scored incorrectly and all the possible answers. After the candidate's review of that, they would have a chance to put together their appeal and file it with the Commission. There is also language put in there because a lot of the testing companies are getting more strict about showing any part of their test. The language reads that if the security agreement with the testing company is more restrictive, we would follow their rules. One of the questions that arose by the Commission was whether section 10 was going to apply to both promotional and entrance exams.

Member Zezena stated that he had an issue with the entrance exam.

Assistant Law Director Morgan stated that was expressed and that is a decision that would have to be made by the Commission members. Also, she noted the title of Section 10 where it states Inspection of Examination Papers. That is the current title and it was brought up that the title may need to be changed to read something like protest period or appeal process. She also noted that section b is an added section which is the process after the appeal is made, which is when after someone has looked at their scores and filed an appeal. She read the process that should be added as section b.

Member Zezena asked for direction on what to act on first.

Assistant Law Director Morgan asked if the members wanted to change the title to Section 10 in any way. She added that the next step would be to decide if the process would be for promotional and entrance examinations. She stated the final decision would be whether or not to add the last section known as section b. There are three different actions that would need to be made.

Member Zezena stated on the title, he asked what member Ciofani's thoughts were on the title language.

Member Ciofani stated he thought appeal process would be better language because the candidate is doing more than inspecting.

Moved by Zezena and seconded by Ciofani to remove the title of Section 10.
Inspection of Examination papers and replace with Appeal Process
Motion Carried by a vote of two to zero.

Member Zezena stated that the next item is considering whether or not to include the process for both promotional and entrance exams. He asked if Member Ciofani had a chance to review the minutes from the last meeting and indicated that he had an issue with the process with the entrance exam and not the promotional exam. With the promotional exam, there have been some great arguments in the appeal process. The issue with the entrance examinations is that and this has occurred over a long period of time that candidates will come in and they will memorize the tests. They are permitted in some cases, to come back and review the exam after the exam was taken. During the last meeting, it was discussed that the Commission allow the appeal process to include; for the promotional exam, the review of the incorrect questions they had on the exam and correct answers of the exam, but for the entrance exam, the candidate is only allowed to view their score card and if they feel that their test was incorrectly graded based on the incorrect answer count, or if they erased an answer and the scantron didn't pick up the erasure, then they are permitted to provide an appeal based on the actual scoring of their test.

Member Ciofani stated that the argument makes sense and he supports that.

Moved by Zezena and seconded by Ciofani to approve the promotional exam appeal process to allow the review of incorrect questions and possible answers that are correct and for the entrance exam only to allow for the review of the candidate's score sheet only.

Motion carried by a vote of two yes and zero no.

Moved by Zezena and seconded by Ciofani to approve section b to be added

Member Ciofani asked if there is an appeal will Civil Service have the knowledge of the correct answer.

Member Zezena explained that the appeal will be forwarded to the testing agency first and they will provide the Commission their recommendation on why the answer the candidate gave was incorrect and will provide from what resource the answer could be found. Civil Service will weigh the response from the testing agency along with the appeal from the candidate and will determine whether or not to approve the appeal or deny the appeal. If the candidate is present at the meeting, it provides them the opportunity to hear and understand why Civil Service approved their appeal or why they denied their appeal.

Member Zezena asked if all were in favor of the motion to add section b to Section 10 of the rules.

Motion carried by a vote of two yes and zero no.

ADJOURNMENT:

Member Zezena moved to adjourn the meeting and Ciofani seconded.

MOTION CARRIED

The meeting was adjourned at 6:50 P.M.

James P. Gost
Chairman

Anna Fazio
Recording Secretary

9/20/16
Date Approved