



Civil Service Commission Minutes December 15 2022

Commission Present: Chairman Frank Bova, John Budi, Jim Griffith

Administration Present: Assistant Director O'Malley

Guests Included: Chief Matt Bernard, Captain Czack and Civil Service Commission Clerk Barbara Allen

Chairman Bova made a motion to approve the unapproved minutes from November 10, 2022; seconded by Jim Griffith.

Roll Call: Aye: Budi, Griffith, Bova

Minutes Approved

Reports: None at this time

Unfinished Business: None at this time

New Business: Chairman Bova began the discussion by referring to the last meeting where several amendments to the Civil Service Rules and Regulations were discussed. He then asked Assistant Director O'Malley to read all the changes that have been made.

Assistant Director O'Malley referred to highlighted sections on pages 7 – 11, starting with Rule VI, section 4, (A) adding the Appointing Authority or; adding (D) accepts employment with another agency; or and (E) adding voluntarily withdraws employment application from consideration and subject to the candidates right to be heard on appeal. Rule VII, section 1 changing the number of names to be certified from 20 to 50 in five places and adding the verbiage "In the event that a candidate is disqualified pursuant to Rule VI, Section 4, an additional or replacement name shall be immediately released by the Clerk upon request of the Appointing Authority." Furthermore, on page 9, Section 6 adding subject however to deviation therefrom in accordance with these Rules and; added (A) Promotional Testing in Police and (time in service), not including the person's probationary period and lastly, Lateral Transfers will receive credit toward time in service for prior service years as follows: 1. 12 month time in service credit for 4 years of prior service; 2. 24 month time in service credit for 5 -9 years of prior service and 3. 36 month time in service credit for 10 or more years of prior service. The same changes made for the Fire Department on page 10 as (B) Promotional Testing in Fire, subject however to deviation therefrom in accordance with these Rules; (time in service) and Lateral Transfers will receive credit toward time in service for prior service years as follows: 1. 12-month time in service credit for 4 years of prior service; 2. 24-month time in service credit for 5 -9 years of prior service and 3. 36-month time in service credit for 10 or more years of prior service. Lastly on page 11, Rule VII, section 7 added verbiage "Lateral Transfers in Police and Fire will receive credit toward time in service, for purposes of eligibility to compete for promotional examinations, based upon years of service prior to employment by Parma Heights, as outlined by Article VII, Sections 6A & 6B".

Chairman Bova made a motion to pass the new modifications made by Assistant Director O'Malley in the rules and regulations, Rule VI Section 4, Rule VII Section 1, Section 6, 6A and 6B, Section 7. I make a motion that we accept the proposed changes; seconded by Mr. Budi.

Roll Call: Aye: Griffith, Bova, Budi

Motion approved

Chairman Bova moved on to item 2 on the agenda, terminate the entry level eligibility list for Fire and Police.

Mr. Budi made a motion to terminate the two active lists; seconded by Mr. Griffith.

Roll Call: Aye: Bova, Budi, Griffith

Motion approved

Chairman Bova moved onto item 3 on the agenda, authorize new entry-level application and testing using (NTN) National Testing Network for the Police Department for the period January 2023 through July 2023.

Mr. Budi made a motion to begin using NTN for testing; seconded by Mr. Griffith.

Roll Call: Aye: Budi, Griffith, Bova

Motion approved

Chairman Bova moved to item 4 on the agenda, further discussion on setting regular meeting schedule.

Mr. Griffith added that he had reviewed his calendar for the last 5 years. The Civil Service Commission has gone 9 months without meetings twice, we've gone 7 months without meetings twice, we've gone 6 months without meetings 4 times. On average we meeting 12.1% something a year. To tie up a day per month on a schedule, I'm not sure I want to tie up a day on an 8% chance that a meeting is going to occur. To make a quarterly meeting would make more sense to me.

Chief Scharschmidt added that it's not our intent to tie up the commission but would like to have something set so that we can be better prepared to address the commission with concerns. Quarterly would be great with me.

Mr. Budi added that we could do quarterly and if something comes up, we could call an additional meeting.

Chief Bernard added that as long as he has been involved with this process it seems to be working fine for everyone and if we added quarterly meetings, it would help as well.

Assistant Director O'Malley added that based on his experience in another city he felt that it would benefit everyone to have a set meeting schedule but because the infrequency of the meetings, perhaps it would be better to continue scheduling the meetings as they are needed or add quarterly to assist the administration in giving them a target so they can plan for the meeting. I agree with the quarterly idea of

a meeting because it doesn't compromise your availability, but it gives the administration, yourselves and the clerk a date to plan for. We also don't need to re-invent the wheel, if it's working for you.

Chairman Bova proposed starting with the 3rd Thursday of March and continuing every quarter after that. I agree that that's on the calendar and scheduled doesn't mean that if something pops up and we need to hold an emergency meeting we can't.

Mr. Griffith and if there is nothing to come before us for the scheduled meeting, we can cancel that meeting.

Chairman Bova asked for a 7-day notice for an emergency meeting. Motion made starting in 2023 every quarter, so every three months, we'll have a meeting on the 3rd Thursday at 6:15 p.m. starting on the 3rd Thursday in March and every three months after that and part of the request if there is a need for an emergency meeting schedule in addition to quarterly. All topics will be provided on the agenda 7 days before the meeting so that the board can review them before the meeting, if there's nothing the meeting shall be canceled. Mr. Budi seconded the motion.

Roll Call: Aye: Griffith, Bova, Budi

Motion approved

Adjournment: Motion to Adjourn by Chairman Bova was made.

Aye: Bova, Budi, Griffith

Nay: None

We are adjourned at 6:38 p.m.



Frank Bova
Chairman, Civil Service Commission



Barbara Allen
Civil Service Commission Clerk