



Civil Service Commission Minutes March 16, 2023

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

Administration Present: Mayor Gallo, Assistant Director O'Malley

Guests Included: Chief Matt Bernard, Assistant Chief Steve Clark, Chief Steve Scharschmidt, Captain Tonya Czack and Civil Service Commission Clerk Barbara Allen

Roll Call: Aye: Bova, Budi, Griffith
Nay: None

John Budi made a motion to approve the unapproved minutes from January 12, 2023; seconded by Jim Griffith.

Roll Call: Aye: Budi, Griffith, Bova
Nay: None

Minutes Approved

Reports: None at this time

Unfinished Business: None at this time

New Business: Chairman Bova began the discussion by reading item 1 on the agenda; Election of Chairman for the 2023 year.

John Budi nominated Frank Bova; Seconded by Jim Griffith

Roll Call: Aye: Griffith, Bova, Budi
Nay: None

Motion Passes

Chairman Bova moved to the next item on the agenda: Police Departments Sergeants Exam discussion.

Chief Scharschmidt handed out a copy of the document and wanted to let the Civil Service Commission know what the union had agreed to. That's a "TA" Tentative Agreement, the contract has not been ratified, it's not complete yet between the union and the city.

Mr. Giffith asked what's the difference?

Chief Scharschmidt stated it's the laterals.

Captain Czack stated that the contract and negotiations changed the number of months required before the lateral portion kicks in, that they now have 60 months total in order to take the test and you'll see that I spelled it out easily so Barb can change it on the page. We had it all the way up to 10 years' experience; they dropped it to 5 or more.

Chief Scharschmidt stated that the contract supersedes Civil Service.

Chairman Bova asked are you sure the contact supersedes Civil Service?

Captain Czack responded yes.

Assistant Director O'Malley responded that is true. Under 4117 the Labor Law, the CBA can dictate the procedures for promotions and for example there are a lot of Civil Service Laws that talk about how to review an appeal from a termination. In most instances you're not hearing those cases because the CBA says it goes to arbitration and it's a grievance.

Jim Griffith read and made a motion: **Rule IV Section 2(B) Notice of Promotional Exam of the rank above Patrolman, 90-day notice given to all patrol officers determined eligible to include all service credit level on file with the city for that officer.** Seconded by Chairman Bova

Roll Call: Aye: Bova, Budi, Griffith
Nay: None

Motion Passes

Jim Griffith read and Chairman Bova made a motion to accept: **Rule IV Section (C) Seniority Credit; Patrolman completing the promotional competitive examination who receive a minimum passing grade of seventy percent (70%) shall receive credit for seniority based solely on their service as a patrolman within the City of Parma Heights, which shall be as follows: one percent (1%) of the total grade attained in such examination for each of the first four (4) years of service and nine-tenths of one percent (.09%) of such total grade attained for each year of the next ten (10) full years of service. The maximum seniority credit allowed is thirteen percent (13%) of the total earned grade.** Seconded by John Budi.

Roll Call: Aye: Budi, Griffith, Bova
Nay: None

Motion Passes

Jim Griffith read: **Rule VII Section (B) -6- (A) Promotional Testing with Police. Whenever the employer determines that a competitive examination for the purposes of creating an eligibility list for promotion to the rank above that of Patrolman is necessary, only those bargaining unit members who have completed probation and have at least 60 months of recognized service credit as a full-time officer, shall be eligible to sit for such an examination. All full-time service with the Parma Heights Police Department shall be counted, and the following lateral service credit that is recognized and accepted by the city will be included in calculating the minimum experience eligibility to sit for the examination: A. 5 or more years of recognized lateral credit = 30 months credit; B. Less than 5 years of recognized lateral service credit = 12 months credit. In instances where the application of the 60-month service credit fails to achieve at least two (2) qualified applicants, the aggregate 60-month requirement may be waived in descending twelve (12) month increments in order to achieve at least two (2) eligible candidates, provided however, that no waiver shall be made of the minimum service requirement of the last eighteen (18) months of service with the City of Parma Heights.**

Chairman Bova stated that it makes sense, I'm just thinking about this. I want to get to you, and I only have one person so that's why I'm going to go 12 months instead of 6 months back.

Captain Czack added that this was an argue during negotiations.

Chairman Bova – I can see this down the road whether anybody in this room is still sitting here being a potential problem because we're going back so far. I'm just trying to protect the integrity of the city.

Assistant Director O'Malley added that this will have to be picked up and added into your rules and right now the rules in large part speak to both police and fire at the same time. If these are police rules, we might want to distinguish between police and fire rules. I think we need to specify that this is police and you may need to have 2 distinct rules.

Mr. Griffith amended the last two motions we voted on to say related to police department. John Budi seconded.

Roll Call: Aye: Griffith, Bova, Budi
Nay: None

Amendment Passes

Read and motioned by Jim Griffith: **Rule VII Section (B) -6- (A) Promotional Testing with Police. Whenever the employer determines that a competitive examination for the purposes of creating an eligibility list for promotion to the rank above that of Patrolman is necessary, only those bargaining unit members who have completed probation and have at least 60 months of recognized service credit as a full-time officer, shall be eligible to sit for such an examination. All full-time service with the Parma Heights Police Department shall be counted, and the following lateral service credit that is recognized and accepted by the city will be included in calculating the minimum experience eligibility to sit for the examination: A. 5 or more years of recognized lateral credit = 30 months credit; B. Less than 5 years of recognized lateral service credit = 12 months credit. In instances where the application of the 60-month service credit fails to achieve at least two (2) qualified applicants, the aggregate 60-month requirement may be waived in descending twelve (12) month increments in order to achieve at least two (2) eligible candidates, provided however, that no waiver shall be made of the minimum service requirement of the last eighteen (18) months of service with the City of Parma Heights.** Seconded by John Budi.

Roll Call: Aye: Bova, Budi, Griffith
Nay: None

Motion Passes.

Chairman Bova moved to item 3 on the agenda: Police Chief Assessment. Chairman Bova made a motion to accept the testing company of Ryan-Ramsey HR Solutions, LLC for the written test date August 5, 2023 for the police to include the officers marked in yellow (14 eligible patrol officers for the test). Seconded by Jim Griffith.

Roll Call: Aye: Budi, Griffith, Bova
Nay: None

Motion Passes.

Mr. Griffith made a motion to approve the August 26th, 2023 Assessment Date by Ryan-Ramsey HR Solutions, LLC. Seconded by Chairman Bova.

Roll Call: Aye: Griffith, Bova, Budi
Nay: None

Motion Passes.

Chairman Bova made a motion that the person taking the test must have a passing grade of 70% to go onto the assessment; written test weight 60% and oral test weight 40%. Seconded by Jim Griffith.

Roll Call: Aye: Bova, Budi, Griffith
Nay: None

Motion Passes.

Chairman Bova made a motion that after a person passes with a 70% passing grade and they move on to the assessment, the weight of the test for promotion will be written test weight 60% and oral test weight 40%. Seconded by Mr. Griffith.

Roll Call: Aye: Budi, Griffith, Bova
Nay: None

Motion Passes.

Chairman Bova made a motion for the source of the upcoming Sergeants test 5 components to include; 1) Parma Heights Police Department Policy and Procedures with the last updated no later than 5/1/23, 2) Sgts/Captains Collective Bargaining Agreements between the City of Parma Heights and OPBA 2022-2025, 3) The Codified Ordinances of Parma Heights limited to part three – Traffic Code and part six – General Offenses code, 4) The Ohio Revised Code – Limited to Chapter 2901 through 2927 inclusive and 5) Becoming a Leader of Character; 6 Habits that Make or Break a Leader at Work and at Home 2017 by Dave Anderson and General James Anderson. Seconded by John Budi.

Roll Call: Aye: Griffith, Bova, Budi
Nay: None

Motion Passes.

Chairman Bova moved on to the Police Chief Assessment, item number 3 on the agenda.

Assistant Director O'Malley stated that he believed the mayor has already worked and spoken to Ryan-Ramsey about performing an oral assessment, the date is yet to be selected. It's anticipated that there will be a vacancy in January of next year or sooner. It's not prohibited to begin the process before the vacancy occurs. This is a distinction between State Law and Local Law for sure.

Mayor Gallo added that we're here today because the vacancy will trigger an opening in the police department in the position of Chief. We came before the commission to get permission to use Ryan-Ramsey to do the assessment for Police Chief.

Jim Griffith made a motion to use Ryan-Ramsey to complete the oral assessment for the Chief Exam, test must be completed within 10 months of today's date (March 16, 2023). Seconded by Bova

Roll Call: Aye: Bova, Budi, Griffith
Nay: None

Motion Passes.

Chairman Bova moved on to item 5 on the agenda, approval of the entry level examination results from NTN for police and fire.

Assistant Director O'Malley added that items 4, 5, 6 and 7 are separate items but you should treat them together. They each could support separate motions if you choose to do it that way.

Chairman Bova made a motion that we review and approve the entry level examination results for NTN for police and fire also, review and approval of extra credit points and final ranking eligible lists for fire and police and review and approval of certification for the police and fire entry level eligible lists also, to authorize the release of contact information for all fire and police candidates to the appointing authority. With that being said there are 26 police and 28 fire eligible candidates. Seconded by Budi.

Roll Call: Aye: Budi, Griffith, Bova
Nay: None

Motion passes.

Assistant Director O'Malley I'd be curious if there is a favorable report for the commission on the use of NTN?

Captain Czack stated that they are willing and always available when we have questions, they are a great company to work with and if we've had any issues with candidates, or documents or whatever they're very responsive. I do believe this is three times as many as any neighboring city who is holding traditional testing. Because I teach at a Police Academy, I can tell you that the candidates themselves who are looking for places, most often cannot get to the traditional, because they are in a class or they have to work so this also makes it easier for them to put in their results to multiple places at once. I would recommend that we stay with them for the future. Brooklyn PD had 4 sign-up for their open exam.

Assistant Chief Clark added that it has not been without bumps in the road, but they have worked with us and it's always, how would you like it to be? They ask our opinion and they are accommodating. It's time that we move to a testing like this, it's the standard now. I spoke to a student yesterday and she registered for her EMT at home on her computer. So, this is the standard now.

Adjournment: Motion to Adjourn by Chairman Bova was made. Seconded by Jim Griffith.

Aye: Griffith, Bova, Budi
Nay: None

We are adjourned at 7:07 p.m.



Frank Bova
Chairman, Civil Service Commission



Barbara Allen
Civil Service Commission Clerk