

Special Civil Service Commission Minutes for September 7, 2023

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

Administration Present: Assistant Law Director O'Malley, Chief Scharschmidt, Chief Bernard, Safety Director Heffernan and Clerk Allen

Chairman Bova called the Special Civil Service meeting to order at 6:15 p.m. on September 7, 2023.

Roll Call of members: Aye: Bova, Budi, Griffith

Minutes: Chairman Bova made a motion to approve the minutes from July 20, 2023; seconded by Jim Griffith.

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

Minutes Approved

New Business: Chairman Bova read item one on the agenda and made the motion; "Review and approve the Police Sergeant written examination results performed on August 5, 2023 by Ryan-Ramsey HR Solutions, LLC". Final scores Sloan 85; Taylor 81; D'Onofrio 79; Onysyk 86; Flynn 81; Hansen 77; seconded by Griffith.

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

Motion Carried

Chairman Bova read the next item and made the motion; to approve the Police Sergeant oral examination results which is worth 40% of the total score. Sloan 34.78; Taylor 37.36; D'Onofrio 33.37; Onysyk 32.29; Flynn 33.77; Hansen 29.86; seconded by Budi.

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

Motion Carried

Chairman Bova made a motion to approve the final rank of the candidates in the following order for the Sergeants Exam process. Number 1 Sloan with a 93.84; Taylor with a 91.71; D'Onofrio with a 89.08; Onysyk with an 88.00; Flynn with an 85.66 and Hansen with an 84.57; Seconded by Budi.

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

Motion Carried

Chairman Bova made a motion to authorize the release of contact information for the Sergeant Police Cadets to the appointing authority. Seconded by Griffith

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

Motion Carried

Chief Bernard asked to hold written promotional exam for the Fire Department, the dates on the agenda have changed from November 3rd of this year to February 9th, 2024 for the written and from December 2, 2023 for the oral to February 24th, 2024. We are within the 90-day window and the testing company asked us if we could reschedule to February to give them time to put the test together.

Mr. Griffith asked what the chances are that they ask to change the date again, perhaps we should authorize a time period instead of a specific date, like a six-month time period.

Chairman Bova agreed to make it a time period of six months.

Mr. Griffith made a motion to set a six-month window of execution of the Lieutenants written exam. Seconded by Bova.

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

Motion Carried

Mr. Griffith made a motion to set a six-month window of execution of the Lieutenants oral exam to March 7 2024. Seconded by Bova.

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

Motion Carried

Chairman Bova made a motion to update the Rules and Regulations of the Civil Service Commission, Rule No. VII, Section 5 and Rule IX. Rule VII, Section 5, Temporary appointments. In case of the unavailability of a civil service employee due to an emergency, sickness, disability, leave of absence, or other circumstance, an interim or temporary appointment may be made without regard to the Civil Service Laws or Rules of the Commission, but in no case to continue longer than one hundred eighty (180) days, and in no case shall successive interim or temporary appointments be made; provided, however, that interim or temporary appointments, shall continue only during such period that necessitated such an interim or temporary appointment. Where the services to be rendered by an appointee are for a temporary period, not to exceed one hundred eighty days, and the need of such service is important and urgent, the appointing authority may select for such temporary service any person on the proper list of those eligible for permanent appointment. Successive temporary appointments to the same position shall not be made under this provision. The acceptance or refusal of an interim or temporary appointment by an eligible person shall not affect his standing on the register for permanent appointment; nor shall the period of temporary service be counted as part of the probationary service in case of subsequent appointment to a permanent position. All such interim or temporary appointments shall be promptly reported to the Commission by the appointing authority. Any discussion?

Mayor Gallo added that the purpose of this amendment to this section is that we have a situation where our Chief has a drop-dead date of January but if he decides to leave sooner and if it's out on leave, vacation time or anything like that, I need the ability to keep the department runner and to make an interim appointment. The interim appointment would be Captain Czack who will be appointed as the next Chief of Police.

Chairman Bova make a motion to accept the change for Rule VII, Section 5. Seconded by Griffith.

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

Motion Carried

Chairman Bova make a motion to accept the change for Rule IX, Paragraph Two. Reductions, Suspension and Removal. In cases of removal or reduction in pay for disciplinary reasons, either the appointing authority or the officer or employee may appeal from the decision of the Commission to the court of common pleas in accordance with the procedure provided by Section 119.12 of the Revised Code. Seconded by Griffith.

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

Motion Carried

Chairman Bova make a motion to cancel the regularly scheduled meeting for September 21, 2023. Seconded by Griffith.

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

Motion Carried

Adjournment: If there are no further comments to come before the Commission, Mayor, Safety Director, Attorney, I make a motion to Adjourn by Chairman Bova; seconded by Jim Griffith.

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

We are adjourned at 6:30 p.m.



Frank Bova
Chairman, Civil Service Commission



Barbara Allen
Civil Service Commission Clerk