

Civil Service Commission
Minutes
December 21, 2023

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

Administration Present: Assistant Law Director O'Malley, Chief Czack and Clerk Allen

Chairman Bova called the Civil Service meeting to order at 4:08 p.m. on December 21, 2023.

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

Chairman Bova asked for a motion to approve the minutes from September 7, 2023. Motion to approve by Griffith; seconded by Budi.

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

Minutes Approved

Chairman Bova read item one on the agenda; "Consideration of termination of the entry level eligibility list per rule 6, section 2 of the Parma Heights Police Department".

Motioned by Jim Griffith to terminate the entry level eligibility list; per rule 6 section 2; seconded by John Budi.

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

Motion Carried

Chairman Bova read the next item on the agenda: "Authorizing a new entry level application and testing using NTN (National Testing Network) for the Parma Heights Police Department". Chief, do you have anything?

Chief Czack added that I've given you a brief explanation earlier, we terminated one of the new hires that we got from the previous NTN list, and we also have a new retirement officer. Officer Supelak has announced his retirement within two weeks of his leaving that he is leaving the department.

Jim Griffith asked who is leaving?

Chief Czack responded Dennis Supelak. As of January 4th, there are 7 of us that all have the time in. So, he is retiring and I will need two replacements and then we also are looking at, because the mayor has allowed us to keep up with retirements, we have someone if they start new, probably in June/July to take over for Sergeant Krepina who is retiring in the beginning of 2025. I am obviously in need. I have no lateral applicants at this moment, so I would like to open up NTN through 2/16/2024.

Sergeant Luzniak added that technically midnight on 2/17/2024.

Chief Czack added that Sergeant Luzniak is now in charge of NTN for me and will be coming to the next Civil Service meeting to certify that list once it's done.

Jim Griffith asked instead of setting specific dates, does setting a window of time work better?

Chief Czack responded that that would be wonderful. I think we have to stick with the date for NTN. The window date was for promotional testing. Now that we have an opening and closing date, I think we need to stay with those so that we know when we need to come back to certify that list. It will be able to be certified by the end of February

Chairman Bova asked if he has a motion to authorize a new entry level application using NTN (National Testing Network) effective Friday, December 22, 2023 through Friday, February 16, 2024? Do I have a motion? Motioned by John Budi; seconded by Jim Griffith.

Roll Call: Aye: Bova, Budi, Griffith

Nay: None

Motion Carried

Chairman Bova asked if there was anything else that was good for the order? Mr. O'Malley?

Mr. O'Malley asked if we have any glitches with candidates neglecting to get everything in that they needed and as a result when it came time to certify the list the appointing authority is explaining to the commission that we had this group of candidates however, we called them, NTN called them and they....

Chief Czack explained that with NTN, if you have signed up to test and you don't upload those documents immediately and maybe the three or four departments you liked in the beginning didn't require those documents, they will not allow you to upload them after. You can test without having uploaded. As long as they have completed the entire test.

Mr. O'Malley asked if you can take them and put them on a list if they haven't uploaded everything that you've required that they submit.....

Mr. Budi added that you shouldn't have to babysit everybody. If they want the job, they do what you tell them to do, if they don't you have to let them go.

Chief Czack added that she understands that but if they cannot upload to the site they then have to be able to get an address or e-mail address to send it to us. If it's the sites issue and not the candidate's issue, we want to give them the opportunity to get that extra credit.

Mr. Budi responded oh, okay I understand that now.

Chief Czack added that she just wants to give them that opportunity for the extra credit portion.

Mr. O'Malley asked if there is an existing lateral list?

Chief Czack responded no, there is no lateral list at this time.

Mr. O'Malley stated that you want to do the traditional entry level and run that for a while.

Chief Czack stated that they will run them both at the same time, there is always an in and out for lateral. If somebody put in for a lateral. It's always open.

Mr. O'Malley asked if she is anticipating putting into the Commission to do a promotional in the coming year?

Chief Czack responded no. If there is one, it would be the captain's position and that would probably be mid to end of year.

Adjournment: Chairman Bova asked for a motion to Adjourn? Motioned by Jim Griffith; seconded by John Budi.

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

We are adjourned at 4:17 p.m.



Frank Bova
Chairman, Civil Service Commission



Barbara Allen
Civil Service Commission Clerk