CITY OF Parma Heights
COMMUNITY GROWS HERE

Civil Service Commission Minutes
August 21, 2025

The Civil Service meeting was called to order at 6:03 p.m. on August 21, 2025.

COMMISSION PRESENT: John Crivel, John Budi, Jim Griffith
OTHERS PRESENT: Assistant Law Director O'Malley, Captain Luzniak, Chief Bernard, Clerk Allen

Clerk Allen: Roll Call of members: Crivel, Budi, Griffith

Pledge of Allegiance was spoken

A motion to approve the minutes from May 22, 2025 made by Griffith; seconded by Crivel.
Clerk Allen: Roll Call: Aye: Budi, Crivel, Griffith
Minutes Approved

Chairman Griffith read the next item on the agenda; "Review and certify the entry-level eligibility list for the Police Department".

Captain Luzniak stated that we had 36 take the test, and 29 passed.

Bova made a motion to approve, review and certify the entry-level eligibility list for the Police Department. Seconded by Crivel.
Clerk Allen: Roll Call: Aye: Griffith, Crivel, Budi
Motioned Carried

Chairman Griffith asked for discussion regarding amending some of the rules and regulations to make the NTN process run even cleaner.

Captain Luzniak stated that we would be pioneers for the suburbs. After talking to Director O'Malley about it recently and two departments that I knew have done this in the past having it open all year. They don't have it in writing. If we were to go full year NTN, we would be one of the first to do it in the suburb. Some places I found are starting to move away from NTN. I like using NTN and seeing all the paperwork in one place, seeing the scores and other things.

Chairman Griffith offered to give the State a call and find out what cities use the NTN service and have a Civil Service Commission.

Crivel asked if the top guys on your list, are they on other cities lists?

Captain Luzniak responded yes, there's no doubt of that. There are two main issues. First there are gaps. If there is a time when we are closed, then someone can see that and move on to the next place. I think this limits us with that, job fairs, recruiting, and if that's during one of our normal times, why do that if we're not hiring for two months? We changed the laterals to be available all year and that has really helped us.
Chairman Griffith said he would like to get together to discuss several different scenario's before changing the rules. They are there to be followed, but you want them useful. I'll let you know what the State says first and we can get together to further discuss what they say and maybe write this to see if it looks good.

Assistant Director O'Malley suggested that he doesn't call the State because then you are no longer acting as a judge you're acting as an Administrator. You look at things that are brought before you.

Chairman Griffith responded okay, so then one of you will look into this further. Fine with me.

Assistant Director O'Malley said we have a little time; a new list is just being certified. I think it's possible. I think what the captain is trying to do is keep the door at NTN is always open. So that no one is going to miss the opportunity to apply. We still need the Commission to certify the list.

Chairman Griffith added that the next item that we are brining before us is they would like to amend the agenda, back in January I wanted to add the elections onto the agenda and at that time you said we couldn't. The question is can we amend the agenda?

Assistant Director O'Malley stated that you can under New Business address matters that the Administration wants to bring before the commission, if it requires an amendment of the agenda, so that official record shows what business was conducted, you can do so.

Chairman Griffith responded, thank you and moved to New Business.

Director Bova asked to terminate the Fire Departments entry-level eligibility list.

Chief Bernard stated that the list is exhausted. We had an applicant that we were prepared to bring on, at the end of the day he notified me that he is no longer wants to proceed. We reached out to some of the other candidates to see if there was any interest and they were already hired on somewhere else or are not a paramedic. I ask the commission to terminate this list and open NTN to find a viable candidate.

Chairman Griffith made a motion per Rule VI, Section II to: "Terminate the entry-level eligibility list for the Fire Department", Seconded by Budi

Clerk Allen: Roll Call: Aye: Crivel, Budi, Griffith
Motioned Carried

Chairman Griffith made a motion that: "Fire Department has 30 days to open their testing procedures process with NTN (National Testing Network)", Seconded by Budi

Clerk Allen: Roll Call: Aye: Budi, Crivel, Griffith
Motioned Carried

Crivel made a motion to adjourn; seconded by Chairman Griffith.
Clerk Allen: Roll Call: Aye: Crivel, Budi, Griffith

We are adjourned at 6:26 p.m.

James Griffith
Chairman Griffith
Civil Service Commission

Barbara Allen
Barbara Allen
Civil Service Commission Clerk