

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Council Conference Room
March 9, 2020

Attendance: Robert Baker, Chairman
Richard Tayek, Secretary
Valerie Rosmarin, Clerk of Council
Patty Knip, Civil Service Clerk

Absent: John Polinko, Vice Chairman

Also, in attendance: Mayor Zilka, HR Director Siwierka, Chief Streator, K.C. Zuber, Recreation Director Tim Pinchek, Chief Utility Executive Todd Danielson, Law Director Gary Ebert.

The meeting commenced at 4:04 p.m.

1. Approval of 2/10/20 Minutes

Motion: Chairman Baker made a motion to accept the minutes and to approve as submitted. The motion was seconded by Secretary Tayek. Motion passed 2-0.

2. Water Filtration Plant Operator - ALRW

Motion: Chairman Baker made a motion to approve the appointment of Gregory Kushner to the position of Water Filtration Plant Operator within Avon Lake Regional Water. The motion was seconded by Secretary Tayek. Motion passed 2-0.

Motion Amended: Chairman Baker made a motion to show that effective on the 27th of February, Gregory Kushner was appointed to the position of Water Filtration Plant Operator. The motion was seconded by Secretary Tayek. Motion passed 2-0.

Chief Utility Executive Danielson stated there are eleven people on the Water Filtration Plant Operator eligibility list. Of the eleven, two people were hired, which included Gregory Kushner. The Commission removed James McMickle and Gary Braden. The three that did not have licenses were Harold Trowbridge, Mark Citriglio and Gerald Borling, leaving only four on the list. A committee interviewed the four remaining and did not feel they are qualified for the position. Therefore, CUE Danielson requested the list be exhausted and a new Water Filtration Plant Operator test be administered.

HR Director Siwierka asked if the advertisements were in the appropriate locations. CUE Danielson responded that other municipalities advertise higher starting wages while ALRW only list the range of hourly pay and not the entire benefit package. If that information was provided in the advertisement, ALRW's compensation is above other communities. CUE

Danielson will work with the Clerk to revise the advertisement to attract a larger pool of candidates.

HR Director Siwierka asked if the licenses are being submitted when the applications are submitted. CUE Danielson explained the circumstances of the candidates who applied without the required license. One submitted a distribution license, not a treatment license. Another passed the required Operator's test but is considered an operator in training for a period of one year. The Clerk of Council stated that the third candidate provided his test results but had not received his official certificate from the State.

Chairman Baker asked CUE Danielson what criteria are needed at the time of application. CUE Danielson responded that the applicant must have a license; however, an additional three or four years of experience is preferred. Although it is not advertised, ALRW wants the individual hired to be operating all three shifts solo after a couple of months. Because of this, the four that remain on the eligibility list do not have enough experience.

Motion: Chairman Baker made a motion to accept the request to exhaust the current list for Water Filtration Plant Operator and to contact Clancy and Associates to secure a date for an exam, with a budget of \$800 for advertising and \$700 for the exam. The motion was seconded by Secretary Tayek. Motion passed 2-0.

3. Police Officer - Police Department

Motion: Chairman Baker made a motion to approve the appointment of Nicholas Blankenship to the position of Police Officer effective March 9, 2020. The motion was seconded by Secretary Tayek. Motion passed 2-0.

The Clerk of Council produced the list of passing scores of the Police Officer exam conducted February 29th, which were emailed to Chief Streator and the Commission. Of the 87 applicants taking the exam, 14 failed and 2 failed to show.

Chief Streator stated he was pleased with the passing percentage of the applicants and stated that the overall number of participants was good in comparison to surrounding communities.

Chairman Baker stated that there were issues regarding a few of the DD214s. One applicant said he had the paperwork but did not produce it with his application. The current rules state that, "a copy of the applicant's DD214 shall be submitted along with the application so that the applicant's time and service may be verified." The Commission has been somewhat flexible, letting the applicant submit it on the day of the test, but it must be in before they take the test. Unfortunately, this applicant did not get his DD214 in until after the test.

The Clerk of Council responded that if this applicant were awarded the five points, he would be in the top five. The instructions on when to turn in the paperwork are posted on the website and the paperwork is provided with the application at City Hall, which clearly states, "Bonus points must be submitted with application."

4. Program Manager - Recreation Department

The Clerk reported there were 19 applicants for the Program Manager exam and the exam will be conducted March 10th at the Avon Lake High School.

Chairman Baker reported that a special meeting may be necessary on Monday, March 23rd to certify the results of this exam due to the urgency of Recreation Director Pinchek filling this vacancy. At the exam, all applicants will be informed of this need and that interviews will occur after the list is certified.

5. Civil Service Rule Review

Chairman Baker reported that he will be meeting with Law Director Ebert and HR Director Siwierka to discuss options to move forward with the rule review. With more issues arising with the military, the language needs to be clarified to bring the City in line with other cities. The previously proposed rule amendment will be given to the Clerk at some point to send out to all department heads for review and will be discussed at the next meeting. If the Commission agrees, then it will be submitted to Council.

Chairman Baker spoke with Kevin from Clancy and Associates, who is also a Police Chief, regarding a conference he attended with OACP (Ohio Association of Chiefs of Police). Some of the conference topics were how to advertise for recruitment, modification of rules, and ways to speed up the hiring process. One of the areas that the Commission could address is the protest period. Currently, the Commission allows 10 calendar days. The proposal would reduce it to 4 or 5 business days, which would avoid any complaints with the protest period occurring on the weekend.

HR Director Siwierka informed the Commission there is a need for the City to have an outside source conduct a study of the entire employee workforce to ensure that employees are classified correctly. If this study is approved, the Commission will be notified.

Motion: Chairman Baker made a motion to adjourn. The motion was seconded by Secretary Tayek. Motion passed 2-0.

Meeting was adjourned at 4:41 p.m.

Respectfully submitted,

Patty Knip, Clerk