

**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**June 26, 2019 - 8:00 A.M.**

**Members Present:** Chairman Jan Naso  
Commissioner Tom Kot  
Commissioner Christine Higham

**Non-Members Present:** Mayor Dave Kline  
Director of Administration Dr. Don Cooper  
Police Chief Ron Williams

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The June 26, 2019 Civil Service Commission meeting was called to order. Minutes of the May 8, 2019 meeting were approved as published.

Commissioners reviewed Ordinance 50-2019 that was passed on June 13, 2019. Chairman Naso made mention of the changes that he had highlighted from the previous ordinance where the Commission had extended the probationary period for up to three to six months if needed. All probationary periods will be one year unless stated otherwise in the posting. The bottom of the first page states how we are going to charge for the application in the future. We are still working with IT to get a credit card authorization form placed in a user-friendly spot. It is noted on the second page that promotional exams are not subject to the application fees.

Mayor Kline thanked the Commission for their consideration of the ordinance. You were very well represented at the City Council meeting and did an excellent job for the chair.

Mr. Naso announced that the Commission received a request for a Lateral-Entry Police Officer Test. In your packet is a draft of the posting which we put on letterhead. The dates have not been set as yet. It will be advertised in the Beacon Journal and Tallmadge Express. Chief Williams asked if that would be posted for a two-week period. Mr. Naso stated that we can post whatever time amount you want. The Police Department is doing their own physical agility test, although they will accept current certificates from Tri-C. Chief Williams stated that in the future we can go exclusively that way. There is a short window of time we have to work with from Tri-C. But in the future, I would like to rely on Tri-C. Mr. Naso asked the Chief where the location of the physical agility test would be. The Chief answered that it depends on the construction taking place. Past tests have been done inside the Rec Center. Mayor Kline stated that the reason we are asking for a Lateral-Entry Test, is because the schools have agreed to another SRO for one of the buildings. So, we will have two SRO's. One will be provided by the City and one provided by the school district for eight months. Then we'll absorb the cost of that employee on the City's budget for the remaining four months. Mr. Naso asked what happens with the SRO during the summer. Chief Williams answered that it works out well for us because it is our peak vacation time and we use them for fill-ins and work the roads. The new SRO will probably end up on night shift. Commissioner Kot asked what SRO stood for and Mrs. Higham answered, School Resource Officer and added that they are very well received by the kids. Mr. Kot asked who the current one is. Chief Williams responded that Dave Quillen is and that this morning in Sandusky he is being awarded by the State Organization as the State SRO of the year. Mr. Naso stated that the clerk will follow up on this and get the posting completed and put it in the paper.

Chairman Naso said he received a letter from Chief Williams asking that the current eligibility list for the Lateral-Entry Police Officer position be terminated. If we do not terminate the existing list, we will have to combine the two lists and we don't want to do that.

**So as of today, I make a motion to accept the request to terminate the current Lateral-Entry Police Officer Eligibility List. Commissioner Higham seconded and the motion was passed with no discussion. The termination date is June 26, 2019.**

Chairman Naso mentioned that in the Commissioners' packets is a copy of the updated current eligibility lists. And of course, the one for Lateral Entry Police Officer has a term date of June 26, 2019 on that.

Mrs. Higham asked if there was anything on the Firefighter Lateral Transfer. Dr. Don Cooper answered there is going to be a meeting where we will be talking about the details of that. We are going to borrow heavily from the Police Lateral Transfer procedure.

Meeting adjourned at 8:07 a.m.

An audio file of this meeting is available in the Civil Service office.

Jan T. Naso, Chairman  
Civil Service Commission  
TALLMADGE OHIO  
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