

**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**July 8, 2020 – 8:00 A.M.**

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

**Non-Members Present:** Mayor Dave Kline  
Chief Ron Williams  
Director of Law Megan Raber  
Director of Administration Dr Don Cooper

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The July 8, 2020 Civil Service Commission meeting was called to order. Minutes of the June 17, 2020 meeting were approved as published.

Chairman Naso began the meeting with the first item on the agenda which was the option for filling the position of Property/Evidence Room Technician and the second item which was possibly testing for the position of Part-Time Records Clerk.

Chief Williams said that he had prepared a statement for the Commission regarding the Assistant Property Evidence Room Technician position and requesting a non-competitive test for this position, handing copies to everyone in attendance. Mr. Naso gave a moment for everyone to read the statement.

Mrs. Higham asked if this would be a lateral move for a Records Clerk to move to a full-time position. And asked if they are lateral on the pay grades? She commented, "No, so it is a promotion." Mr. Naso responded that it will be neither, it's going to be just filling a new position...Mrs. Higham: with an internal candidate? Mr. Naso: with whoever they, if we approve that, whoever they want to use. Mrs. Higham: So, whether it's off the street or internally? Mr. Naso: Correct, at least that's my understanding of how that would be.

Mrs. Raber: It's not a promotional, it's kind of a lateral, but there's benefits to the fact that they're taking that lateral position.

Mayor: If that's done internally, right?

Chief: Yes.

Mrs. Raber: He could go externally.

Mrs. Higham: There's somebody that has body cam experience in another jurisdiction that wants to come to Tallmadge, and he wants to hire them full-time, he could do that as well with our approval. Mayor: With your approval. Mrs. Higham: Okay, thank you.

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Mr. Naso: So, we have done this same thing twice in the past. In May of 2018, we did it for the Administrative Clerk's position in the Police Department and in January of 2018 for the Utilities Superintendent.

Mrs. Raber: Mr. Naso, let me ask, did the Commissioners have a copy of Ordinance 28-2012?  
Mr. Naso: Yes.

Mr. Naso: So, I believe that the document that Chief Williams has provided to us falls within the guidelines of Section 11 parts A and B of 28-2012. Mrs. Higham: I agree. Mr. Naso: I also think that due to the state of affairs for police officers and police departments under our current situation in the country, that position should be filled as soon as possible, because body cam videos are probably more important now than they've ever been.

Mayor: And actually, right after we made the directive that make them start wearing them, the State of Ohio also came out with a directive that all law enforcement must wear their body cams. It was like three days after we made the determination, we wanted to do it and we've had them for a period of time.

Mr. Kot: What would be the time period of scheduling this for a competitive examination?

Chief Williams: Really that would be up to your folks, but you have to talk to Pat Ramsey and schedule it. Mr. Naso: At the fastest, it would be six weeks. Chief Williams: The nature of this job in the Property Evidence Room is very sensitive. Money, guns and drugs are stored in the vault in there and there's an alarm and cameras and so forth, but still has to be very secure, so it would require a full background investigation (inaudible) take two months to do a test, it would take several other months and I would have to free people up to accommodate that and get it going, so it would actually be several months before I could fill it.

Mr. Naso: So, if we approve this the way we've done it in the past is the department head does the interviews with one of our commissioners in attendance. Then I would suggest that Commissioner Kot be that person, but with Chief Williams to conduct those interviews, unless Commissioner Kot has an issue with that. Mr. Kot: No, no, the reason I asked about the competitive exam was to determine how important it is to get this done and get it done quickly, especially with issues of body cams all over the place.

Chief Williams: I could say four months probably is more realistic with a full background.

Mrs. Raber: I don't think this letter really addresses...so, the big empty occurred in January and why we didn't request a competitive test closer to that period of time.... Chief: There was a hiring freeze as a result, well first of all, I personally missed four weeks of work right about...he left on January 10. I became ill on January 21<sup>st</sup> and about the time I came back and got healthy, there was a hiring freeze related to COVID. And then as a result of the civil unrest and protests and so forth is when we decided, so really the actual request is only a week or ten days after the actual implementation.

Mr. Naso: We were in the process of putting together the posting information and things to test that position just prior to the COVID-19.

Chief Williams: We were actually down to, we were discussing wording on the announcement, it was already to go and then I got sick and then we had the COVID, just never happened. The actual plan, the initial plan was to implement these body cameras in January as a requirement. The reason that it fell apart was because the guy we hired and trained to handle the program left. And so, we were delayed and with current events, we've decided that we're not waiting anymore. We need to get this going and so we have.

Mr. Naso; Just for clarification, the list that that gentlemen was hired from is no longer in existence. Chief Williams: Correct.

Mr. Kot: When did the hiring freeze begin? Was that like March 14<sup>th</sup> or somewhere in that area?

Mayor: About the end of March, in that frame.

Mr. Naso: Anymore questions or discussion? Mr. Kot: It's significant that the Chief has mentioned to what respect to what's going on in the world today and the need for body cameras, and also just for protection of our own personnel, our police officers and the concerns that are raised without those body cameras and all the emphasis that can be made as in today's world, I think it's important that we do this. I think his letter for the most part and our discussion after this has satisfied the requirements of Section 11 of the Ordinance that we're looking at, which is Ordinance 28-2012. Anyways, I'll call the question and make the motion that we approve the non-competitive examination. **Mr. Naso: Any more discussion? Alright, so the motion should read as to approve the request by the Police Chief Williams and the Administration to fill the position of Evidence Property Room Technician using standards for non-competitive examinations contained in Section 11, Parts A & B in Tallmadge City Ordinance 28-2012. Is there a second? Mrs. Higham: Second. Mr. Naso: Any more discussion? Motion passes, 3-0.**

Chief Williams: Thank you. Mr. Kot: So, the only question then becomes is when you're going to do the interviews? Mr. Naso: You can now begin the interview process of as many people as you like, wherever you like and coordinate those interviews with Commissioner Kot and unless you have a candidate, we'll meet again and approve that and we'll be done. Chief Williams: Thank you. And then if we do, I think if we have people within our Part-Time Records prove they are capable of doing this and have experience with the camera systems...if we move one of those that's going to necessitate a Part-Time Records Clerk Test.

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Mr. Naso: Right, so that's the second item on our agenda today is Allison is currently talking with Pat Ramsey to get a scheduled date for Part-Time Records Clerk Exam. Once we have the date, we'll let you know and you can work with her on the posting and stuff and get that in the works. Any questions about that? Any other business before the Commission? Motion to adjourn at 8:16. Thank you everybody.

Meeting adjourned at 8:16 a.m.

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

Jan T. Naso, Chairman

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