

**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**April 10, 2019 - 8:15 A.M.**

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

**Non-Members Present:** Mayor Dave Kline  
Director of Law Megan Raber  
Director of Public Service Mike Rorar

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The April 10, 2019 Civil Service Commission meeting was called to order. Minutes of the February 20, 2019 meeting were approved as published.

Chairman Naso mentioned that in everyone's packet was a copy of the Annual State Report that is submitted to the State each year. Documentation concerning the severing of ties between the Tallmadge City Schools and the Civil Service Commission were included as well as the two non-competitive exam hires that were done.

Mr. Naso talked about the revisions for Ordinance 28-2012 pointing out that the changes he would like made have been in red. On the first page, 124.231 has been struck through and replaced with 124.27. Section 124.27 specifies one year of probation for Police and Firefighters; you can't make those less. Mrs. Raber stated that she changed the words to typically in the last sentence to otherwise, "Unless otherwise noted in the position posting" and added a comma after posting. Mr. Naso agreed. The statement "The hiring authority, with the approval of the Civil Service Commission, shall have the ability to extend the probationary period specified for said position for a period of three (3) to six (6) additional months. Unless specifically noted in the position posting the probationary period for all original appointments within the City shall be for one year" was added.

Mrs. Raber had a question about the second paragraph in number one. She asked if we are satisfied with how that is working? Because that is above and beyond what is required in the code. Commissioner Higham stated she would take out "showing the respects in which the employee's service was not satisfactory,". They could say "violation of rules or unsatisfactory job performance". Mrs. Raber stated that in reference to unemployment, if the employee were to file for unemployment, that could be used against us; maybe a notice that we've terminated a person during the probationary period to Civil Service.

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Mr. Naso talked about the non-refundable application fee that we are going to begin using. They can pay twenty dollars with cash or credit card. I think we need to add debit card in there as well. There's language about when the application is mailed or faxed, how they will pay the fee. In your packet is a copy of the Civil Service Application Fee Credit Card Authorization Form that we will use. The form will be posted on the City's website making it available to print out to send in with the application. The form will not be accepted by email because it would not be secure.

Mrs. Raber suggested the form might read: Application Fees (Credit Card Authorization Form) will not be accepted by email due to security concerns. Unless such method is approved by the Director of Finance and the Civil Service Commission. I meant to say, will not be accepted by email or electronically due to.... Mr. Naso interjected, "Is a fax considered electronic?" Mr. Kot answered no. Mr. Naso stated that we would accept it by fax. This information will be included in the posting that would be advertised. Mrs. Higham with the assistance of Mrs. Raber suggested that in the ordinance, it would state that "Civil Service will create a procedure to properly accept the fee in conjunction with the Director of Finance."

It was decided to strike the third sentence where it begins: If the application is submitted in person... Mrs. Raber concluded that it should read "Civil Service in conjunction with the Director of Finance shall establish an application fee payment policy".

Mr. Naso said that under promotional appointments, I just added that last line; we currently have never charged anybody for a promotional exam.

Mr. Kot mentioned the cancelling out of the eligibility lists under Item A. Mr. Naso explained that when the State made changes, we had eligibility lists in place at the time. That's all done and gone. Mrs. Raber stated that whatever is in the ORC is what it will be. Mr. Naso said that the next time we meet, we'll make a motion to accept it.

Mr. Naso asked if there was anything else they might want legislated, so that it could be done all at the same time. Commissioner Kot stated that it was talked about the number of names to give to each group and said ten was sufficient for one appointment.

Mrs. Raber stated that it was brought to her attention and asked why Civil Service continues to do the audit. Mr. Naso said that it's always been done and that the Commission would look into it.

In regard to the first sentence of the probationary period section, Mr. Kot asked if it would be better to say: for a period of three to six additional months or for an additional period of three to six months? Just thinking in terms of language. Mr. Naso said that it had been decided to give the City more flexibility, they can make it three or six months.

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Chairman Naso mentioned that Chief Passarelli has yet to speak to Chief Cooper concerning the lateral transfer of firefighters; this is still on the floor.

Meeting adjourned at 8:46 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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