

MINUTES OF THE CIVIL SERVICE COMMISSION MEETING
May 8, 2019 - 8:00 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 Administration Dr. Don Cooper
Chief Mike Passarelli

The May 8, 2019 Civil Service Commission meeting was called to order. Minutes of the April 10, 2019 meeting were approved as published.

Commissioners each had a copy of Ordinance 28-2012 and Ordinance 46-2019 to review prior to today's meeting. Chairman Naso stated that the revisions made will be submitted to Council for approval. Commissioners Higham and Kot agreed with Mr. Naso that after reviewing the updated version of the ordinance, they didn't see anything they would rescind.

Chairman Naso made a motion that we approve the legislation that's written by the Law Department so that it can be submitted to City Council at the appropriate time. Motion was passed and accepted. *This motion referred to Ordinance 46-2019.*

There was a brief discussion concerning the payroll audit done by the Civil Service Clerk every payday. Commissioners reviewed the two sections of the Ohio Administrative Code that refer to the audit. Mr. Naso stated something should be done. How we do it is up to us. The clerk has designed a new form to be used when performing the audit. Employee check numbers and deductions will be verified.

Mrs. Raber stated the Finance Director will generate a report and email it to the Civil Service Clerk to check pay rates. Therefore, no more letters will be sent to employees.

Mr. Naso asked Chief Passarelli if he had anything more to say concerning the lateral transfers of firefighters. He said not at this time and that Dr. Cooper and I are going to review what the Police Department is doing and assign some percentages to certain credit items and then go forward with it. Mayor Kline asked if we would have to change the union contracts. Dr. Cooper stated that this could be done in compliance with the union contract.

Meeting adjourned at 8:10 a.m.

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

Jan T. Naso, Chairman
Civil Service Commission
TALLMADGE OHIO
JTN:asi