

MINUTES OF THE CIVIL SERVICE COMMISSION MEETING
Mayfield Village Civic Hall-Mayfield Village Civic Center
6622 Wilson Mills Road, Mayfield Village, Ohio
Thursday, July 8, 2024 – 5:00 p.m.

The Civil Service Commission met on Thursday, July 8, 2024 in the Main Conference Room at the Mayfield Village Civic Center. Chairman DeBaggis called the meeting to order at 5:00 p.m.

Present: Mr. DeBaggis
Mr. Tarkowsky

Also Present: Chief Matias
Mr. Meyers

Absent: Mr. Bucci (Excused)

Approval of Minutes of Meeting of Monday, May 13, 2024

Chairman DeBaggis, seconded by Mr. Tarkowsky, moved to approve the Minutes of the Meeting of Monday, May 13, 2024 as written.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	May 13, 2024 Minutes
		Approved As Written

• **Police Department Update**

- Entry Level Examination

Chairman DeBaggis stated, I received an e-mail from Chief Matias this afternoon that there were 18 applicants. There are 8 qualified applicants. Chief, can you provide an update for the Commission?

Chief Matias stated, the two documents I gave you, the long one is a screenshot of our applicants. We had 18 people take the test or have their scores sent over, whatever they needed to do. Out of those, 16 passed. We had 2 fail. Out of the 16 that passed, I went through the

documents they submitted which were that they were required to have a valid OPATA certificate, the Police Academy, which would mean being either a current police officer or having attended the Academy within the past 12 months. After 12 months of either not working or leaving the Academy, your certificate is no longer valid. We required them to have an OPATA certificate, submit their driver's license, submit proof of citizenship and submit a high school diploma. Out of the 16 who passed, 8 had submitted those documents. So, as it stands, I have 8 qualified candidates. I had 3 people in a Police Academy now but they are not certified. They won't be eligible until this Fall. One guy submitted no documents. Usually it was the OPATA certificate that knocked some folks out.

Chairman DeBaggis asked, so the next step in the process is for you to interview, but you will need an approved list in order to start the interview process, is that correct?

Chief Matias replied, yes. And there are a couple of folks on the far right at the end. I took the liberty of adding in some bonus points for what they would have been eligible for, so I do have a 1-8 list that I handwrote. Even though it doesn't matter because we only have 8. We can still rank them. We can do the list according to the ranking.

Chairman DeBaggis asked, the scores are computed by the agency and provided to you?

Chief Matias replied, right. There was a matrix used to where they weighed the score against the video, writing and reading. The PSSA didn't count as part of the way they are scored because that's kind of like more of a psychological profile test. The weighted score is a determination based on the results of 3 of the 4 tests.

Chairman DeBaggis stated, unless there's anything else, Greg, do you have any questions?

Mr. Tarkowsky replied, no.

Chief Matias stated, and to answer your question before, once I get the certified list then what I will do is contact each one of them, have them come in and do an initial interview and give them a background check packet and collect hard copies of their documents to get it moving.

Chairman DeBaggis asked, who does the background check?

Chief Matias replied, we do that. Our Detective Bureau does a really thorough background check. They get a bunch of releases and they go. It's a pretty arduous process.

Chairman DeBaggis stated, good. Well, based on what you told us, I will make a motion.

- . **Motion to approve the 8 candidates listed on the documents provided by Chief Matias so as to allow Chief Matias to commence the interview process.**

Chairman DeBaggis, seconded by Mr. Tarkowsky, made a motion to approve the 8 candidates listed on the documents provided by Chief Matias so as to allow Chief Matias to commence the interview process.

Chairman DeBaggis asked, discussion?

There was none

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Candidates Approved

- Sergeant Promotional

Chairman DeBaggis stated, the other item is the Sergeant's test. Do you want to talk about that, Chief Matias?

Chief Matias passed out some documents for the Commission. The first thing I want to talk about is for the written portion of the examination I would like to get it scheduled, get the notification out. But before I do so, we have to determine if we want to change some language. In the Civil Service Rules, the passing score is 70 or higher. IOS does a local validation survey. All of the current Sergeants on the department were sent a two-part survey to complete talking about the relevancy of certain questions and the difficulty level of certain questions to determine if the test is appropriate for our agency and if so, how hard is the test? This packet has a whole bunch of information and it has the results of the survey. It has some decent information. The relevant part is the second. I provided you with a couple of e-mails. The representative from IOS states that the local validation summary for the exam results are positive overall. The data indicates that all knowledge areas measured by the examination are essential to the job and the agency. The overall test level is .78 which is within our threshold for statistical significance and suggests that a majority of the exam's content is job related based on the results the exam is job related and defensible for use by your agency. They do that in case anyone decides to challenge the test.

The second part is, a recommended minimum qualification point of 62.28 was set based on the survey ratings. This is used as a cut score for the exam. Candidates must score a 62.28 or higher to pass the exam. I replied that our current Civil Service Rules require a passing score of 70% or better on the exam. I can approach the Commission and discuss having the score lowered to 62, but I need more than the explanation given. If we have the score of 70%, will that cause a high fail rate? Her reply is on the last page. She said the minimum score of 62% represents a locally established alternative for Mayfield Village. In theory, the score of 62% would be a more lenient passing point that should lead to more people passing and considered for promotion. However, the Civil Service Commission's passing score of 70 often takes precedence.

Basically what she is trying to say is if we leave it at 70, we could have a higher failure rate. If we lower it to 62%, they feel based on the survey that they could substantiate that as the pass/fail score.

Chairman DeBaggis asked, what do you think?

Chief Matias replied, I would like to follow their recommendation because since we are having the two-part test, I would recommend that everyone who passes the written goes on to the assessment. The written will just be a pass/fail. The assessment will be like we did like in the last Sergeant test in 2013 and that's what determines the rank. I don't see any downside to reducing it. If we were a big agency where we have 30 people taking the test for one spot and I wanted to weed out a lot of candidates, I think it would be something we could look at but I think with our group, lowering the pass for the written to the recommended 62 would be appropriate.

Chairman DeBaggis asked, do you know how many candidates we are going to have at this point?

Chief Matias replied, the maximum I will have is 11. Then we promote out of the top 3. All the patrolmen are eligible.

Mr. Tarkowsky stated, it makes sense if we are using their exam to use their cut off score.

Chief Matias stated, the other concern I have is if any of the candidates got a 68 and knew that the recommended cut score was 62, would that be a problem if they challenge the test? That's not my primary reason for making this selection. This is their thing. They are recommending the cut score be lowered.

Mr. Tarkowsky stated, if someone gets a 70 and you hire someone who gets a 64 and they say, our rules say you need a 70.

Chief Matias stated, I am comfortable with the recommendation from the company.

Chairman DeBaggis asked, do you have any thoughts, Al?

Mr. Meyers asked, who does the assessment?

Chief Matias stated, the OACP will do the assessment. I/O Solution administers the written examination. OACP recommended I/O Solutions for the written part.

Chairman DeBaggis stated, the Commission will have to approve I/O Solutions together with their guidelines.

Chief Matias stated, discussion was had at the last meeting that 70% is the total grade attainable and except for special credit will be 100%. Applicant must receive a passing grade of 70 or above or the grade determined by the Commission for a particular position shall be eligible for consideration.

Mr. Tarkowsky stated, I'm fine with that. It gives us the discretion to set it.

- . **Motion to authorize utilizing I/O Solutions for the Sergeant's written test and to adopt their minimum qualification point of 62 as the passing rate for the test that will be administered by the Civil Service Commission in an amount not to exceed \$1,010.00.**

Chairman DeBaggis, seconded by Mr. Tarkowsky, made a motion to authorize utilizing I/O Solutions for the Sergeant's written test and to adopt their minimum qualification point of 62 as the passing rate for the test that will be administered by the Civil Service Commission in an amount not to exceed \$1,010.00.

Chief Matias stated, the way they do the test is they actually send us everything. The Commission administers the test.

Chairman DeBaggis asked, any further discussion?

There was none.

ROLL CALL: Ayes: All Motion Carried
 Nays: None

- . **Motion to authorize utilizing OACP to administer the assessment center for Sergeant promotional in an amount not to exceed \$8,900.00.**

Mr. Tarkowsky, seconded by Chairman DeBaggis, made a motion to authorize utilizing OACP to administer the assessment center for Sergeant promotional in an amount not to exceed \$8,900.00.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL: Ayes: All Motion Carried
 Nays: None

Chairman DeBaggis asked, anything else?

Chief Matias stated, the announcement will provide the date of the test. The recommendation is 60-90 days to prepare and study before the actual written. Once we have the date set for the written, OACP will start working on the date for the assessment which is normally 4-6 weeks after the written to give time for all those scores to come in. I'd like to get the announcement out either this week or next week and then the written could be administered the week of September 16th. That would be up to you guys. You would be administering the test.

Mr. Tarkowsky asked, how long does the test take?

Chief Matias replied, 2 ½ hr. time limit, so probably about 3 hours.

Mr. Meyers asked, the Commission oversees the test?

Chairman DeBaggis replied, yes. I am out the week before. The week of the 16th I am available.

Mrs. Betsa stated, I can be there.

Mr. Tarkowsky stated, I can try to be there.

Chief Matias stated, in the past tests we have administered, representatives from the department come to assist. We can work that out. If I had to pick a date, I am looking at Wednesday the 18th.

Chairman DeBaggis replied, that's good for me.

Mrs. Betsa asked, 5:30 registration, 6:00 test?

Chief Matias replied, sure.

Mrs. Betsa stated, I will make sure Civic Hall is available.

Chief Matias stated, included on the announcement will be candidates with a score of 62 or better on the written are invited to take the assessment center to be determined unless I can get that within a day or two. Applicants must have at least 24 months of service. All the patrolman are eligible. Additional credits will be provided for seniority.

Mrs. Betsa asked, is there a study guide for the written?

Chief Matias replied, yes, I have that. I am verifying this is the most accurate. As soon as I hear back, that'll be good. We need to establish a date for the commencement of application pick-up and deadline.

The Commission determined the deadline would be two weeks before the written examination on September 4th.

Chief Matias stated, I will work with Mrs. Betsa on the notification to the eligible candidates. As soon as I hear from OACP, I will update the Commission.

ADJOURNMENT

Chairman DeBaggis asked, are there any other matters?

Mrs. Betsa stated, I received a call from Chief Carcioppolo relative to the eligibility list for firefighter/paramedic. He asked that it be extended since the Civil Service Commission is meeting. The list actually wasn't certified until November 27, 2023 so if you certify today, the time tolls to July 8, 2025. The Commission will be meeting before the November 27th deadline and will consider extending the list.

Chairman DeBaggis asked, any further matters?

There were none.

There being no further matters, Chairman DeBaggis seconded by Mr. Tarkowsky, made a motion to adjourn the meeting. The meeting was adjourned at 5:28 p.m.

Respectfully submitted,

Mary E. Betsa, MMC, Secretary