

**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**Mayfield Village Civic Hall-Mayfield Village Civic Center**  
**6622 Wilson Mills Road, Mayfield Village, Ohio**  
**Tuesday, April 2, 2024 – 5:00 p.m.**

The Civil Service Commission met on Tuesday, April 2, 2024 in Civic Hall at the Mayfield Village Civic Center. Chairman DeBaggis called the meeting to order at 5:00 p.m.

Present:           Mr. DeBaggis  
                      Mr. Tarkowsky  
                      Mr. Bucci

Also Present:     Chief Paul Matias

**Approval of Minutes of Meeting of Wednesday, March 13, 2024**

Mr. Tarkowsky, seconded by Chairman DeBaggis, moved to approve the Minutes of the Meeting of Wednesday, March 13, 2024.

Chairman DeBaggis asked, any discussion?

There was none.

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

**• Fire Department Update**

Chairman DeBaggis reported, the candidates for the Fire Department Promotional for Assistant Fire Chief/Fire Marshal went to the Assessment Center on Saturday, March 23<sup>rd</sup>. We received the scores on Monday. Mrs. Fikaris and Mrs. Betsa input the scores, added in the extra credit and provided the candidates' final rank. The Commission will need to certify the list. Are there any questions before a motion is raised?

Mrs. Betsa stated, Chief Carcioppolo was unable to attend this evening due to a conflict in his schedule, but he wanted to thank the Commission for all of their hard work.

- **Motion to certify the Promotional Eligibility List for Assistant Fire Chief/Fire Marshal to April 2, 2025.**

Mr. Tarkowsky, seconded by Mr. Bucci, moved to certify the Promotional Eligibility List for Assistant Fire Chief/Fire Marshal to April 2, 2025.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Promotional Eligibility List
		for Assistant Fire Chief/Fire
		Marshal Certified to
		April 2, 2025

The Commission members signed the certified list.

Chairman DeBaggis asked, Mrs. Betsa, please notify the candidates of their final score and rank. Also, please prepare a memo on behalf of the Commission to Mayor Bodnar as Appointing Authority, copying Chief Carcioppolo and attaching the results.

- **Police Department Update**
  - **Entry Level Examination**
  - **Promotional**

Chairman DeBaggis asked, Chief Matias, has Sergeant Troyer decided she does not want to retire?

Chief Matias replied, no, she is retiring. June 1<sup>st</sup> or 2<sup>nd</sup> is her official last day.

Chairman DeBaggis stated, okay. So we need to prepare for an entry level examination and a promotional, correct?

Chief Matias replied, yes. I'll start with the promotional exam because that will probably be the simpler of the two. I looked at some of the past tests we have done. There's been a variety over the years, some that were just an assessment center, some that were written and assessment center. In 2009, the promotional exam myself, Sergeant Troyer and Detective Sergeant Miller took, you used PRADCO. They did the type of assessment center that provided quite a bit of what I consider quality information. I was able to find the assessments in some of our old files and I was reviewing them last week. The information provided I thought was quite valuable and very accurate. I am meeting with PRADCO Thursday to get a breakdown of their whole process and cost. I have also been talking with the Ohio Association of Chiefs of Police. They forwarded information to me. I also reached out to the National Testing Network. They provided information to me. I am putting together all of this information. There's one issue in the Rules of the Commission regarding that but we can do that when we go through the bulk of some of the changes I am going to suggest for that.

Chief Matias stated, for the entrance exam, a lot of what we have is kind of outdated with where testing is now. It's not that old. It's just over the past 5 years, entrance testing for public safety has changed so much.

Chairman DeBaggis asked, does PRADCO administer entrance examinations?

Chief Matias replied, no, and the information they provide isn't something that would equate over to the entrance testing. It's a different type of testing.

Mr. Bucci asked, with the promotionals, aren't there about three agencies who administer them?

Chief Matias replied, yes, Ohio Chiefs are one of the main companies. That's what we have used in the past. With Ohio Chiefs, you choose to have a written and assessment or just an assessment.

Mr. Bucci asked, what's the schedule we are trying to get to?

Chief Matias stated, the proposed schedule is June because I would like to do a promotion and replace staffing as soon as possible.

Mr. Bucci asked, so how long would this take? You have to hire a firm.

Chief Matias stated, for example, if we use Ohio Chiefs for the Assessment Center, it takes 6-weeks from the time you commit to doing the test so they have time to gather their data and get the test together and then actually conduct the test. So there are some timeframes. The timeframe is what it is. The retirement of Sergeant Troyer wasn't something I knew about until just a few weeks ago. Once I get everything together for the testing, we can meet and confirm the process. I want to meet with PRADCO first because one of my suggestions is maybe like a two-part test where we do the PRADCO portion and then we do an assessment through OACP. When I get all that information, you will see the difference that I am talking about.

Chairman DeBaggis asked, do you have an idea as to what kind of cost is involved with PRADCO?

Chief Matias replied, from the preliminary information I have, it would be \$1,300 per candidate. 11 are eligible.

Mr. Tarkowsky stated, that's a lot. Isn't there any way you can limit the amount taking the promotional?

Chief Matias replied, if they are eligible we can't stop them from taking it. There are some ways to try to limit the numbers but you would have to have a two-stage testing. We would do a pass/fail for the written and anyone who passes can continue on to take the next part of the test. If 11 people took it and we had 4 people that fail the test, they won't have to take it. I understand

it's kind of expensive. That's why I am looking at it and I am going to meet with them on Thursday to get the numbers down. On the one hand, we want to be fiscally responsible, but on the other hand I want to give a quality promotional exam. We have used them before. I don't think there were many that took it.

Chairman DeBaggis stated, may you can work something out where the first 5 is \$1,300 each and 6-8 is \$1,000 and so on.

Chief Matias stated, I am going to work on them. We'll see. If cost becomes an issue, what I will do is provide all of the options available. At the end of it, you guys determine what it's going to be. I will show you what options we have available.

Chairman DeBaggis stated, so we are probably going to have to meet again before we decide on which agency we are going to use. You talk to them and in the next week or so we can get back together again.

Chief Matias stated, everything for the promotional exam is all in its infancy. The main reason for that is the bulk of that work is going to be determining what test we are doing. Going through the Rules, most of what's in here now doesn't conflict with the way we want to do the testing. The entry test is a little bit different. I'm not looking for anything today to be decided for the promotional. That's still in the works. But PRADCO is one of the companies I am looking at. OACP is one of the companies. NTN does do some testing. There are some private firms out there that I may take a look again, but again, just going back over the tests we have done in the past is kind of what we are looking for because I think all of them have provided us with good promotions over the years and I don't want to be in a situation where we start looking into places that aren't familiar with the way we do things in this part of the country. When I get to the patrolman exam, Ohio was NTN's biggest market so there's a lot of testing done around here. With the promotional, there will be a lot more discussion on that.

Chief Matias continued, with regard to the entrance exam, the days of people coming in to pick up a packet, take it home, fill it out, bring it back and apply for the exam and then weeks later we have the exam, are pretty much gone. Most of the testing now is done virtually. I've been looking at that.

Chairman DeBaggis asked, did COVID eliminate those days?

Chief Matias replied, I don't know if it's so much COVID. Realistically it's because people don't want to work in public safety anymore. When I applied in 1999, you had a lot more applicants. Now we are competing over the same groups of people and feeding of each other's agencies. The National Testing Network is one of those that do virtual testing. Some of it is virtual where they work their way through and some is what they call proctored. Starting off with the pricing for National Testing Network, it's subscription based. For us, because we have less than 25 officers, it would be about \$500 to put out a test. It's something we don't have to renew every year. We could let it go into dormancy and then when we are ready to take another

test, we would renew. This is cost-effective. Also, the cost that we pay for the test and the fee that the applicants pay \$65.00 to participate in the test. The handout you received talks about virtual proctor and live proctors and how the exams can be done. There's several exercises you can choose to have. That would be up to us to decide. They have a situational judgment test. They have a report writing test. They have a reading test and a Public Safety Self-Assessment which usually isn't scored, but it's used to see if it's right for the job. Here's what all this means. We go with NTN. We would advertise our patrolman exam. We would provide the requirements and qualifications. A person who wants to take our test would register with NTN and then they would follow their path to take the test. Anyone who is already registered with NTN could be notified that Mayfield Village is now hiring and they could be part of the test. When the deadline hits, what we will be able to access is the document you have there which will give us a list of all of the candidates and their scores. That's what we could use for the actual scoring of the test. From that point, that's when we would move into the next phase of the application, all the background information, adding on extra points for military and degrees.

Mr. Bucci stated, the thing I like is they have four different tests.

Chief Matias stated, I provided two examples of postings from Eastlake and Mayfield Heights. As you can see, it gives the requirements and some other information. It casts a wider net. You can log on and take a test for anywhere. It shows every place that is hiring. A candidate can go through and click on each one of those.

Mr. Bucci asked, would the test for Eastlake be different than the one for Mayfield Heights?

Chief Matias replied, no. You are taking one test. We would be able to pull candidates who have already tested or haven't yet tested but have in other cities. Once you are registered in this for public safety, you can sign up for notifications when the test opens up.

Mr. Tarkowsky stated, so they can just submit their application if they have taken the exam?

Mr. Bucci asked, if they don't feel their score is adequate can they retest?

Chief Matias replied, I don't know. I can find that out.

Mr. Bucci stated, this way if they take it for a different place, they have had more practice.

Chief Matias stated, I'm curious about that too. That's something I didn't think about asking.

Mr. Tarkowsky stated, so you take it ten times and go with your best score.

Chief Matias stated, I am assuming that at some point there's a limit. Basically, the way it would play out is they advertise the test, they let it run for however long it runs and then they end up with the list of applicants. They take the top applicants out of that depending on what they decide and they say, okay, come on in and pick up a packet. That's when they pick up the actual

application and after they have filled it out, we will start doing the background checks, make sure everyone's qualified and verify their documents. We would then add in any bonus points.

Mr. Bucci stated, it looks like they are uploading the documents for extra credit into that system. The testing agency could come up with the full score then.

Chief Matias stated, the testing agency does not add the scores. You can upload all the documents to verify it.

Mr. Bucci stated, so the package is completed.

Chief Matias stated, right. NTN gives the option for them to download the documents. Before you even meet the candidate for the first time, you can see their qualifications. We can do whatever we want as far as verification. If we say we still want them to come in and verify the documents or have them submit a notarized application, we can do that. You are getting the score on the front end instead of doing the application and then the test and then getting the score. It's basically reverse where the application would be on the back end. It would be just your top candidates. If you look at the examples from Mayfield Heights and Eastlake, it gives a breakdown. With Eastlake, you do the process, take the NTN test and then Civil Service will verify and calculate additional credit points. The background test then will take place.

Chairman DeBaggis asked, are the companies we used previously trying to do something similar to this?

Chief Matias stated, I know what you are talking about, but I can't recall offhand.

Chairman DeBaggis stated, this is great. Unless there are any other questions and you are satisfied with going this way, I am going to ask for a motion

- . **Motion to authorize National Testing Network as the testing agency for the Police Department Entry Level Examination for the annual cost of \$500.00.**

Mr. Bucci, seconded by Mr. Tarkowsky, made a motion to authorize National Testing Network as the testing agency for the Police Department Entry Level Examination for the annual cost of \$500.00.

Chairman DeBaggis asked, discussion?

There was none.

ROLL CALL:

Ayes: All

Motion Carried

Nays: None

Chairman DeBaggis stated, we will schedule another meeting after you talk to PRADCO.

Chief Matias stated, I would like to go over some things in the Rules and Regulations. I am concerned that some of the language in it conflicts with the virtual testing. Most of the Rules are good. There's a couple things I highlighted in here and I showed where we could maybe cross some things out or replace with language that would make a little more sense.

Section 5.2 – Suggestion to remove “prior to the date of the examination”. The application is going to be on the backside of the examination. We will be doing the testing first.

#### Conduct of the Exam

- . Section 6.5 – Suggestion to remove “in the presence” and replace with “by an examiner duly assigned”.
- . Section 6.6 – Suggestion to revise to “enter or participate”. It covers the virtual examination.
- . Section 6.8 – Suggestion to include “appear for or complete” any part of the exam. So if they sign up for our test and only take three out of the four portions, it is not completed and you are off the list. They wouldn't have a final score anyway, but this cleans up our language.

Section 7.2 - Suggestion to remove 10-point credit for military service and change to “the credit will be determined by the Commission”. It gives the Commission the option to determine the points for every part of the exam.

Mr. Tarkowsky asked, isn't 10 points used for other departments?

Mrs. Betsa replied, for the Service Department, the Commission determined to only provide 4 points.

Seniority – Suggestion to change “2 points for each full year with a maximum of 10 points” for service with the respective testing department with Mayfield Village. What that means is years 1 through 5 you get 2 points a year for seniority. That means at the end of year 5 you are maxed out with the 10 points. They are not even eligible to test until they have completed 2 years and then they are maxed out with seniority after 5 years. To make it consistent I am suggesting we stretch out the 10 points over 15 years. Suggestion: “Each full year of the first 4 years you get one point and then .6 points for each of the next 10 years of service.” That would give you 4 in the first years and then 6 in the following 10 years which would give you the 10 points. In the Mayfield Heights, Lyndhurst and Highland Heights' Civil Service Rules, it's all the same.

Mr. Bucci asked, fractional?

Chief Matias replied, yes, 1% for the first 4 years of service and .6% for each of the next 10 years.

Chairman DeBaggis asked, wouldn't it be easier to just give 1 point for every year?

Mr. Tarkowsky stated, then you are up to 15 points.

Chairman DeBaggis stated, starting with year 1 through 10, 1 point for every year.

Chief Matias stated, I figured it would be better to be consistent with all our surrounding cities. It's an industry standard type thing.

Mr. Bucci asked, what is Mayfield Heights, Highland Heights and Lyndhurst doing with the military? If we are going through industry standard, I am asking what the other communities have for military? Do they have anything that's similar? Do they leave it up to the Commission or do they have a set amount?

Chief Matias replied, it's different for every city. For seniority, if you want to do 1 point a year for up to 10 years, that's a different way to do it. I wouldn't be opposed to it. I think our language now is we are giving everyone 10 points just for putting their name on the test. Most of the people who are eligible are going to be at that 5-year mark. It would make sense to have it stretched out over a longer period of time if we are going to call it seniority points. That's the whole point of it. The longer you are here, the more of a bonus you will get.

Chairman DeBaggis asked, do you like the fractional, Greg?

Mr. Tarkowsky replied, I don't think it matters to me. It's not hard to calculate.

Chairman DeBaggis stated, I think it's straightforward to have 1 point for every 10 years.

With regard to the next paragraph, Mr. Tarkowsky suggested the language be revised to state "in a calendar year" instead of a "12-month period".

Chief Matias stated, we don't have that situation so I don't look at that.

Chairman DeBaggis stated, we can have the Law Department look at that language.

Section 7.3 – Suggestion to remove. No one can challenge a question with virtual testing.

Mr. Bucci asked, how long has the virtual been around?



Chief Matias stated, I don't know that, but I know the virtual has taken off over the past few years. That's not something NTN would consider.

Mrs. Betsa stated, we did receive a suggestion from Personnel Selection to remove that in Fire and Service when he administered those tests.

The Commission suggested to delete that section in its entirety.

Section 10.6 – Suggestion to change “10” to “20” for original appointment so we have 20 candidates to work with.

The Commission discussed whether or not a motion needs to be made on the revisions. They will instead be sent to the Law Department for their review and approval.

Mr. Tarkowsky suggestion that Section 10.6 be changed to “up to 20”, depending on what the department requests.

Chief Matias showed the Commission the Equal Opportunity Plan that he had in his file. Since we are not doing a sit-down test, it would not apply.

With regard to the NTN testing, Chief Matias suggested to add the following qualifications to put in the ad:

- . OPATA certification
- . Current Tri-C agility test or completion of the police academy within the past 12 months.
- . Citizen of the United States
- . High School diploma or GED
- . 20 years old to participate, 21 for appointment
- . Under 35 – but will check the law
- . Age waiver may be granted for service that is transferrable. That will attract lateral transfer or people who work in other departments.
- . Overall passing score of 70
- . Percentages for bonus points
  - 5% for Associate's
  - 5% if they are currently enrolled in OPATA
  - 10% for Bachelors or higher
  - 10% for military
  - 20% for current full-time officers

With regard to the degrees, it's one or the other.

Discussion ensued as to sick time and other benefits as to whether they would be able to transfer them from other departments. That would be determined by Administration. Once it is clarified, it would be included in the NTN ad.

Chief Matias will get all the information for the entrance exam and promotional exam and share it with the Commission at the next meeting. If we have to wait until Kathy leaves, that will determine the timeline. If we don't as soon as we have all the information together, we will be ready to move forward.

Chairman DeBaggis asked, should we schedule something for next week?

Chief Matias stated, next week won't be good for me. I'm not meeting with PRADCO until Thursday. I am going to vet out some of the other things we were talking about. It would be better for the week of the 15<sup>th</sup>. I will have this all vetted out by then.

The Commission suggested that an e-mail be sent out to schedule a meeting after all of the information is available.

### **ADJOURNMENT**

There being no further matters, Mr. Bucci, seconded by Mr. Tarkowsky, made a motion to adjourn the meeting. The meeting was adjourned at 6:02 p.m.

Respectfully submitted,

Mary E. Betsa, MMC, Secretary