

**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**Mayfield Village Main Conference Room -Mayfield Village Civic Center**  
**6622 Wilson Mills Road, Mayfield Village, Ohio**  
**Wednesday, May 14, 2025 – 5:00 p.m.**

The Civil Service Commission met on Wednesday, May 14, 2025, 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. Bucci  
                      Mr. Tarkowsky

Also Present:     Chief Matias  
                      Councilman Meyers

•           **Approval of Minutes of Meeting of Thursday, April 3, 2025**

Chairman DeBaggis stated, the Commission has received a copy of the Minutes from Thursday, April 3, 2025. Is there a motion to approve the Minutes as written.

Mr. Bucci, seconded by Chairman DeBaggis, moved to approve the Minutes of the Meeting of Thursday, April 3, 2025.

Chairman DeBaggis asked, discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Minutes of April 3, 2025
		Approved as Written

Chairman DeBaggis stated, the Minutes are accepted.

•           **Police Department**  
              - **Entry Level**

Chairman DeBaggis stated, the Commission has before it the results of the entry-level examination administered by the National Testing Network. Chief Matias, do you have any comments to make on this?

Chief Matias replied, no. You have two lists there, basically. The first one is basically the raw list from NTN with the scores as presented. The shaded names are people who didn't submit the required documents. And then the list that you have there, the top list, is all the qualified applicants with their scores, their extra credit, and then the ranking.

Chairman DeBaggis stated, I have a question. The list that we have has writing score and a reading score. I think I get that. What's a video score?

Chief Matias replied, it's one of the tests. It's like a decision-making thing. So they're given scenarios, and then they have to work through the scenario.

Chairman DeBaggis asked, and then is the video score best out of 100, or what's the top score for the video, do you know?

Chief Matias replied, I don't know off the top of my head. I believe all the scores are out of 100, but I can't say positively. I could find that out.

Chairman DeBaggis stated, no, I was just curious seeing the numbers here. Gentlemen, any questions about this?

Mr. Tarkowsky asked, so does that weighted score include all the extra credit?

Chief Matias replied, no. The weighted score is their actual score. And then all the way to the right on the form Ms. Betsa provided, there's the total with everything added on.

Mr. Bucci stated, on review of this list, the numbers just don't add up to me. I don't know what the weights are, but the person below has a 71.2, 100, a 96.67, 82.7.

Chief Matias stated, they're not weighted evenly.

Mr. Bucci stated, no, I understand, but the other person above that had some 50's and has a higher score weighted. So in my mind, it just doesn't make sense.

Mr. Tarkowsky replied, yes. The one candidate it looks like there's five different scores and she outscored them only in the video by a few points and then the person below outscored them in every other.

Chief Matias stated, the PSSA isn't included in the score. The score is video, writing, and reading.

Mr. Bucci asked, why do we do that?

Chief Matias replied, because it's used more of a background check type thing. So it's an evaluation of the candidate that NTN provides that kind of gives you a breakdown of how the person might fit into the job. It's not counted.

Mr. Bucci asked, so it's not in the score?

Chief Matias replied, right. It's not in the scoring because they found that when you include the PSSA, it really throws the scoring off.

Mr. Meyers asked, go down to another candidate. If you look at their score, the writing score is 95 to 88, the reading score is 96 to 93, and the video is 65 to 79. So then, you add them all together, they're higher than the third position.

Mr. Bucci asked, what kind of weight do these have, do you know off the top of your head?

Chief Matias replied, I think it is 60, 20, 20. Video is 60, and then writing and reading are 20 each. I think that's how it's set. I could provide you all this information. This is the exact same layout that we had for the last test. There's nothing different.

Mr. Bucci asked, so, in the future, is it possible that, I mean, the PSSA sounds like something that you guys would just need, but why is it on this? Why do we need it on this form, for the future?

Chief Matias replied, well, they give us everything.

Mr. Bucci stated, but we need the score, not the evaluation.

Chief Matias replied, well, we don't need it, but I didn't pull anything out so that you have all the information. I'm giving you the document, basically, that was provided by NTN so you could see the results. I could bring it up and click it out if you wanted to see it.

Mr. Bucci stated, no, just for the future.

Chief Matias stated, different agencies use different parts of the test for different things. So that's just everything. Some cities don't even require the PSSA, or the public safety assessment.

Chairman DeBaggis asked, and do we know, Chief, if all the individuals on this scoring are still interested in the position here?

Chief Matias replied, no, we haven't started contacting them. We figured we'd get the list certified, and then we'll start contacting them and set up interviews.

Chairman DeBaggis stated, okay. Good. Any other questions?

There were none.

. **Motion to certify the Police Department entry level list to May 14, 2026.**

Mr. Tarkowski, seconded by Mr. Bucci, made a motion to certify the Police Department Entry Level List to May 14, 2026.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Entry Level List
		Certified to May 14, 2026

The Commission signed off on the Entry Level List.

Chairman DeBaggis stated, Chief, my understanding is the National Testing Network contract with Mayfield Village is now expired, is that correct?

Chief Matias replied, I believe it has, yes.

Chairman DeBaggis asked, okay, is there a new contract?

Chief Matias replied, I requested a quote to get a new contract and see what our options are, because in my last discussion, they offered some multi-year contracts and I asked them to send me information so that we can evaluate what is appropriate for our situation. I have not heard back from them yet. I am still waiting on that quote.

Chairman DeBaggis stated, okay, so you can let us know when you hear back.

Chief Matias stated, right.

Chairman DeBaggis asked, is there anything else with the Police Department you need to discuss?

Chief Matias replied, no, other than we made our selections off the Sergeant's test and the Lieutenant's test. Lieutenant Manypenny and Sergeant Duffy were appointed just a few weeks ago. They will be sworn in on Monday at the Council meeting.

Chairman DeBaggis stated, excellent.

Chief Matias stated, so, again, that test went well. The information received was excellent and helped with the selection process.

. **Fire Department Update**

Chairman DeBaggis stated, Chief Carcioppolo had nothing to report to the Commission on behalf of the Fire Department.

. **Service Department Update**

Chairman DeBaggis stated, Service Director Frank Stupczy had nothing to report to the Commission on behalf of the Service Department.

**ANY OTHER MATTERS**

Chairman DeBaggis asked, are there any other matters to come before the Commission?

There were none.

**ADJOURNMENT**

There being no further matters, Mr. Bucci, seconded by Mr. Tarkowski, made a motion to adjourn the meeting. The meeting was adjourned at 5:13 p.m.

Respectfully submitted,

Mary E. Betsa, MMC, Secretary