

**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**Mayfield Village Main Conference Room -Mayfield Village Civic Center**  
**6622 Wilson Mills Road, Mayfield Village, Ohio**  
**Tuesday, March 24, 2026 – 5:00 p.m.**

The Civil Service Commission met on Tuesday, March 24, 2026, 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

Absent: Mr. Tarkowsky

Also Present: Chief Matias  
Mr. Stupczy

Chairman DeBaggis stated, please let the record reflect that Mr. Tarkowsky is absent and excused from this evening's meeting.

• **Approval of Minutes of Meeting of Tuesday, February 19, 2026**

Chairman DeBaggis stated, the Commission has received a copy of the Minutes from Tuesday, February 19, 2026. May I have a motion to approve?

Chairman DeBaggis, seconded by Mr. Bucci, moved to approve the Minutes of the Meeting of Tuesday, February 19, 2026.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Minutes of February 19, 2026
		Approved as Written

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

Chairman DeBaggis asked, Chief Matias, can you give us an update on the entry-level examination through National Testing Network?

Chief Matias replied, absolutely. The application period ended on Friday, March 20<sup>th</sup>. We went through the applications that we had turned in by that time yesterday, and the screenshot that I provided you in the documents shows everyone who submitted for our test. There are some folks

in there who either were not qualified because they either didn't submit any documents, didn't submit the required documents, were too old, not eligible, or did not have a OPOTA certification, or were enrolled in the Police Academy.

Chairman DeBaggis asked, the candidate himself is aged out?

Chief Matias replied, yes. The cut-off is 36 years old. We had a 44 year old and a 38 year old. The age cut-off was in the advertisement. The other document I provided you, the Excel spreadsheet, gave you the list of the nine remaining candidates that are eligible. I took the liberty of going through in the last column of adding the bonus points for the folks that are current sworn officers and one who is a military Veteran. We had one applicant, Bryson Smollett. He did submit to us that he has an Associate Degree from Ohio University and his degree is Associate of Arts in Social Science. I didn't think that was Criminal Justice or a related field to give him the extra 2%. Looking at the scores, it won't change his ranking.

Chairman DeBaggis asked, did he claim that he should get the extra credit?

Chief Matias replied, no. We had a couple of people that submitted and they had Business Administration degrees, things like that. He just submitted it because we asked for any documents. I don't think it will be an issue. I have his transcript if you wanted to look at it and make the final determination if you felt it was a related field, but I don't think it's related.

Chairman DeBaggis asked, do you have it with you now?

Chief Matias replied, yes.

Chairman DeBaggis stated, let me see it.

Chief Matia stated sure, and like I said, it doesn't affect the ranking. It doesn't move him up from his current ranking and naturally it doesn't add or bump anybody or change anything. So I don't think it would be controversial if he felt differently. So, what I'm requesting is approval to certify this list and we'll see what kind of candidates we have.

Chairman DeBaggis asked, the way this is laid out, everyone passed and then you have extra credit points?

Chief Matias replied, yes.

Mr. Bucci asked, and you put them in percents because 6% is the same as 6 points?

Chief Matias replied, yes. Because it's out of 100. The weighted score was their original score and then I added the points and they gave the final score and recalculated the ranking.

Chairman DeBaggis stated, okay. Do you have any questions, Mike?

Mr. Bucci replied, no.

. **Motion to certify the Police Department Entry Level List to March 24, 2027.**

Chairman DeBaggis, seconded by Mr. Bucci, made a motion to certify the Police Department Entry Level list to March 24, 2027.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Entry Level List Certified to March 24, 2027

Mrs. Betsa asked, before NTN we used to send letters to the candidates with their results and rank. Does the Commission have to do that anymore?

Chief Matias replied, no. What we'll do with the certified list is we'll contact each applicant and set up an interview. So if we had more applicants, we could kind of cross that bridge if people were knocked out because of ranking, but everybody we knocked out wasn't qualified or didn't pass. They are aware of their situation when they apply. We contact them all individually.

Chairman DeBaggis stated, Mr. Bucci and I have both signed the Certified list. Please provide a copy of the list to Chief Matias and to Mayor Bodnar.

Chief Matias replied, fantastic. Chief Matias left the meeting at 5:07 p.m.

### **Service Department Update**

#### **- Entry Level Examination**

Chairman DeBaggis stated, the Service Department examination for the entry level position was held on March 17<sup>th</sup>. Nine candidates took the test. The scores were received. This evening, the Commission will be opening the individual's sealed envelope and matching their number to their score. We will also need to add extra credit.

The Commission opened the identification envelope for each individual candidate and read off the score to be input into the results. Extra credit will be added for those individuals who had a passing score of 70.

Six of the nine candidates passed the examination. There were two ties. They were ranked by the candidate who submitted their applications first. None of the candidates qualified for extra credit.

. **Motion to certify the Service Department Entry Level List to March 24, 2027.**

Chairman DeBaggis, seconded by Mr. Bucci, made a motion to certify the Service Department Entry Level list to March 24, 2027.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Entry Level List Certified to
		March 24, 2027

Chairman DeBaggis asked, Mrs. Betsa, can you please provide a copy of the Certified List to the Service Director and to the Mayor? In addition, please forward the individual results to each individual candidate.

. **Fire Department Update**

Chairman DeBaggis stated, Chief Carcioppolo had nothing to report. The Commission received a copy of a letter from Mayor Bodnar on Monday relating to the status of Firefighter/Paramedic Benjamin Gruber. Firefighter Gruber had no issues during his probationary period, so he's been accepted into the classified service at the rank of Class B Firefighter Paramedic.

**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, Chairman DeBaggis, seconded by Mr. Bucci, made a motion to adjourn the meeting. The meeting was adjourned at 5:17 p.m.

Respectfully submitted,

Mary E. Betsa, MMC,  
Civil Service Secretary