

City of Hubbard, Ohio Civil Service Commission

220 West Liberty Street, Hubbard, Ohio 44425 – (330) 534-5719

Special meeting called to order at 8:00 AM on Tuesday, July 03, 2017

Present: Dave Morris, Ray Farcas

Absent: Mike Mogg

Others Present: Mayor John Darko, Service Director Dan Livingston, Safety Director Lou Carsone, Secretary Marianne Hallapy

Motion #1: A motion was made by Dave Morris and seconded by Ray Farcas to approve the minutes of the March 07, 2017 regular session as submitted. Motion carried 2-0.

Notation #1: It was noted that Deborah O'Hara resigned from her position as a member of the Civil Service Commission and that Mike Mogg had been appointed as her replacement.

Notation #2: Morris began discussion with regard to a promotional sergeant test due to the retirement of Sergeant David Oaks, effective July 31, 2017. There are two directions for testing: first being the normal civil service testing with just a written test; second being through an assessment center with the Ohio Chiefs of Police, which incorporates a series written and situational exercises and testing. The difference is that the assessment is not just a written test, it also judges communication, leadership, stress management and written skills, along with more. The test is tentatively planned for late September 2017. A promotional test through Clancey & Associates costs \$950 for the first six applicants and \$15 for each additional applicant, while the assessment test costs about \$6,000. Morris is okay with assessment testing, adding that he feels it's a better way of finding the most qualified candidate, while Farcas had seen a lot of failures with the testing, adding that the excessive cost exceeded the end result of finding the best qualified candidate. Safety Director Lou Carsone will provide board members with information on the assessment testing. Carsone added that he and Police Chief Taafe prefer the assessment testing with an independent body of people. Reasoning included a bigger caseload for the sergeants to complete and have thorough knowledge of, including policies, the Ohio Revised Code, and management and direction of personnel. He added that the selected candidate will be around for a long period of time. Farcas reiterated that he would like to look into the success ration of using the assessment. Morris stated that the only time restraint is that the test needs to be administered within 60 days of the resignation date, which takes them to September 30, 2017. It was noted that with both methods of testing, the top candidate (the highest scorer or the applicant selected by the OCP panel) will receive the promotion to sergeant.

Notation #3: Morris stated that a civil service test will be administered for the lineman trainee position with the electric department, using the breakdown of bonus points created by Electric Foreman Ed Palestro. The date of the test will be Thursday, August 17, 2017 from 6:00 to 8:00 PM. It was also decided that there will be no charge to the applicant for the test. Morris stated that this is a method with police departments to get more testing applicants, so he felt it should be carried over to all departments to increase the pool of qualified candidates taking the test. It

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was discussed that the position could be advertised immediately after the job is posted with the union for bids. Morris suggested that the application period run through Friday, August 11, 2017 at 4:00 PM. Cost for the test is \$700 for the first six applicants and \$10 for each additional applicant. The legal notice will run at least two weeks and also be placed with trade schools and posted on the city's website and lobby. A location will still need to be established before posting the legal notice.

On a side note, Morris stated that a test will be administered for a fulltime police officer. He suggested that the two tests can be administered together on the same date and time to save on Clancey's travel expenses. After lengthy discussion, it was decided that the two tests be administered separately.

Carson added that with the new policy accepted by the Hubbard Police Department talks about a recruitment plan reaching out to universities, colleges and academies through the city's website and online social media, newspapers, employee referrals, and recruitment. He feels that the testing pool will be larger than the last, which had a poor turnout.

Motion #2: A motion was made by Dave Morris and seconded by Ray Farcas to administer the lineman trainee test, free of charge to applicants, on Thursday, August 17, 2017, from 6:00 to 8:00 PM at the Hubbard City Senior Center. Motion carried 2-0.

Notation #4: It was decided to discuss the promotional testing at the next regular session, with Carson presenting the new recruitment policy under the Ohio Collaborative, which is through the Ohio Attorney General's community policing group. The group is pushing recruitment of officers and the methods used to recruit officers so that departments don't have mass cases of police brutality. Carson noted that in 2016 the state of Ohio recommended several policies that all police departments needed to adopt to their satisfaction to be compliant with the Ohio Collaborative. After the 2017 audit, the Hubbard City police department was found to be in compliance. The city's recruitment selection policy calls for identification of racially and culturally diverse markets, use of marketing strategy to target diverse applicants, extended use of technology, maintenance of strong internet presence, use of department websites and social networking sites, expanded outreach through partnerships with media, community groups, citizens, academies, local colleges, employer recruitment, incentive programs, using resource pools from other places. He further explained that after gaining a pool of candidates, there is another policy created for the selection process. Carson brought up the qualified list for patrolman from a former civil service test that is still in effect that does not reflect the specifications of the new policies required and adopted by the Hubbard City police department. Carson asked if the active list could be terminated due to the fact that the recruitment was not done in accordance with the policy that is currently in effect. Morris asked Carson to provide the Civil Service Commission board with a letter stating the aforementioned policies with regard to the request of terminating the list. He also suggested that tentative dates for the agility test be checked at the Niles Wellness Center.

City of Hubbard, Ohio Civil Service Commission

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Notation #5: Morris noted that the board will meet for regular session on Tuesday, July 11, 2017 at 8:00 AM in the Mayor's Conference Room.

Motion #3: A motion was made by Ray Farcas and seconded by Dave Morris to adjourn the meeting at 8:49 AM. Motion carried 2-0.

Respectfully submitted,

Marianne Hallapy, Secretary

David Morris, Chairman

Ray Farcas, Vice Chairman

absent
Mike Mogg, Member