

City of Hubbard, Ohio Civil Service Commission

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

Regular meeting called to order at 8:00 AM on Tuesday, July 11, 2017

Present: Dave Morris, Ray Farcas, Mike Mogg

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

Motion #1: A motion was made by Dave Morris and seconded by Ray Farcas to approve the minutes of the July 03, 2017 special session as submitted. Motion carried 3-0.

Motion #2: A motion was made by Dave Morris and seconded by Mike Mogg to administer an entry full time police officer examination, with bonus points in compliance with the current rules established by the department. The date will be based on availability with Clancey & Associates for the written exam and the Niles Wellness Center for the agility assessment. Only those candidates who successfully passed the agility assessment will be able to proceed with the written examination. The recruitment process will reflect the newly adopted policies approved and in compliance with the Ohio Collaborative. Motion carried 3-0.

Notation #1: Discussion ensued with regard to the promotional sergeant test that will be necessary with the retirement of Sergeant David Oaks. The assessment test will rate the candidates that they feel would be the best and will be noted as such on the candidate list. The highest rated may or may not have been the highest score on the written exam – it's an overall rating system that calculates the best overall candidate for the promotion. Cost for half day assessment for 1 to 2 candidates is \$4,800.00. Cost for 3 to 6 candidates will not exceed \$5,300.00. Currently five officers qualify to take the test and by rules are given 60 days from the vacancy of the position (July 31st) to prepare for the assessment and test. Morris suggested that the applications should be hand delivered and then completed and returned to Hallapy so that they are date and time stamped. Taafe stated that he would be sending an email to all candidates, informing them of the application with emphasis on returning them completed as soon as possible. Morris liked the idea of all candidates receiving the application and directions via e-mail at the same time, with documented proof of the date and time. Carsone noted that the assessment rates candidates on decisiveness, delegation and control of interpersonal insight, oral communication, problem solving, planning, organization, and written communication, adding that it is a difficult test. He noted that the mentioned areas of assessing are skills that are essential for someone with a sergeant's responsibilities. They discussed that the different areas of testing will be weighted. Taafe noted that his hopes are that the testing will provide the best leader for the position, not the best test-taker. He stated that any failures of police departments can always be traced back to failures of leadership. Taafe stated that if an individual gets a passing grade on the written exam and then blows them away on the assessment – with skills that are essential for an effective leader – he should not be excluded as a selection for the position. Mogg added that the assessment would eliminate any bias.

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Motion #3: A motion was made by Dave Morris and seconded by Ray Farcas to administer a sergeant promotional assessment through the Ohio Association of Chiefs of Police. Police Chief Taafe will notify all eligible candidates once the date is scheduled and applications are available. Motion carried 3-0.

Notation #2: After questioned about the ruling for the 5-year requirement of employment as a full time police officer with the City of Hubbard, it was decided that a candidate must have the full five years 90 days from July 31, 2017 to be eligible. Carsone also added in the fact that in three years there will need to be another promotional test, as the current police chief will be retiring.

Notation #3: Morris noted that the RC-2 for the Civil Service Commission is complete and ready for approval of the Records Retention Commission. Mayor Darko stated that he would set a meeting on Wednesday, July 19, 2017 at 9:00 AM to approve the Civil Service Commission's RC-2, along with several other departments' RC-2's.

Motion #4: A motion was made by Dave Morris and seconded by Mike Mogg to adjourn the meeting at 8:55 AM. Motion carried 3-0.

Respectfully submitted,

Marianne Hallapy, Secretary

David Morris, Chairman

Ray Farcas, Vice Chairman

Mike Mogg, Member