

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, March 13, 2018

Present: Dave Morris, Mike Mogg

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

Motion #1: A motion was made by Dave Morris and seconded by Mike Mogg to approve the minutes of the January 09, 2018 regular session as submitted. Motion carried 2-0.

Notation #1: Marianne Hallapy reported that the Report of Activities for Calendar Year 2017 had been completed and submitted to remain in compliance with the state.

Notation #2: Safety Director Lou Carsone announced that the Hubbard Police Department hired Erik Bateman as a Fulltime Patrolman from the civil service test's qualified candidate list. He reported that of the five candidates, four showed up for the background test and were later interviewed by Chief Jim Taafe, Sergeant Chris Moffitt and himself, with Bateman as a unanimous decision. Carsone further noted that with the selection, the qualified list would be expired and was requesting that another test be given. He mentioned that Joe Marando had recently resigned to take on a position with Solon Police Department, which creates another vacancy. Morris noted that the board would have to vote to extend the September 28, 2017 qualified candidate list, so they would just allow it to expire.

Morris asked about a timeline for the new test. It was estimated to begin applications around March 13, 2018 with a deadline to submit around April 13, 2018. The suggested physical agility test would be during the week of April 15 through 21, 2018, with the written test around April 26, 2018. Morris mentioned that he would call Clancey & Associates to secure a date for the written exam. Taafe mentioned that they may conduct the agility test outside if they cannot get the Niles Wellness Center, with a rain date for in climate weather, which would also back up the written exam.

Members discussed the recruitment phase, with Carsone stating that in addition to sending emails to recent graduates, YSU's Academy has a Facebook page that allows municipalities to post testing announcements, in addition to other resources. Information on the testing announcement was also discussed, with the suggestion to perhaps add more details and/or background disqualifiers (i.e. drug usage, OVI's, etc.) to discourage candidates who don't qualify to refrain from taking the test.

Notation #3: Mayor Darko mentioned that the City is looking to create a new management position (Service Superintendent) that will oversee the electric, water and street departments. Morris noted that, when ready, the board will need a job description, along with educational/technical experience required, to waive the testing portion of the employment process. Darko stated that the position is currently going through council, which needs to

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accept legislation to create the position. Morris also requested that the board is informed when the City hires for the seasonal labor positions. Darko replied that two part time candidates will be hired for the seasonal help that's been advertised.

Notation #4: Carsone mentioned that the police department is in the process of looking at applicants for the auxiliary, adding that many have resigned and they are currently down to two.

Motion #2: A motion was made by Dave Morris and seconded by Mike Mogg to adjourn the meeting at 8:26 AM. Motion carried 2-0.

Respectfully submitted,

Marianne Hallapy, Secretary

David Morris, Chairman

_____ absent _____
Ray Farcas, Vice Chairman

Mike Mogg, Member