

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, September 13, 2016

Present: Dave Morris, Ray Farcas, Deborah O'Hara

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

Motion #1: A motion was made by Deborah O'Hara and seconded by Ray Farcas to approve the minutes of the August 09, 2016 special session as submitted. Motion carried 3-0.

Notation #1: Chairman Dave Morris announced that of the eight applicants received, six applicants passed the physical agility test and will proceed to take the written examination. Five will test on Thursday, September 15, and one, due to military obligations, has already taken the test. Morris added that if all applicants turn in passing grades, they will all be eligible for appointment due to having less than 10 applicants.

Motion #2: A motion was made by Dave Morris and seconded by Ray Farcas to accept the results of the written examination for Full Time Police Officer as reported by Clancy & Associates when submitted and received by the Civil Service Commission board. Motion carried 3-0.

Notation #2: Carsone reported that the continued interaction between the police department and Lexipol with regard to Hiring Policies is almost complete and will most likely be in place when the interviewing process for Full Time Police Officer begins. Morris told Carsone that the board follows civil service law, which will allow them to give an eligibility list. Once this happens, the police department's policies for hiring will go into effect. The only rule is that the department must hire the most qualified candidate.

Notation #3: Morris reported that police clerk Tabitha Dixon has completed the records retention schedule for the civil service commission. The form will be sent to the state for approval. After the state signs off on the form, the board will be able to destroy any old records that fall under the guidelines of the schedule.

Motion #4: A motion was made by Debbie O'Hara and seconded by Ray Farcas to cancel all remaining regular meetings scheduled in 2016 due to a lack of business. The next regular session will be set for January 10, 2017 as a reorganizational meeting, with special meetings set as needed with a 24-hour notification.

Motion #3: A motion was made by Dave Morris and seconded by Ray Farcas to adjourn the meeting at 8:13 AM.

City of Hubbard, Ohio Civil Service Commission

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

Respectfully submitted,

Marianne Hallapy, Secretary

David Morris, Chairman

Ray Farcas, Vice Chairman

Deborah O'Hara, Member