

Minutes of a Meeting of

City of Bay Village Civil Service Commission

Held June 4, 2014

1:00 p.m.

Members Present: James Potter, Marty Krebs, Dr. Dennis Lekan

Also Present: Fire Chief Lyons, Police Chief Spaetzel, Lieutenant Kevin Krolkosky,  
Detective Jay Elish, Patrolman Mark Palmer

Audience: Nancy Trainer representing the League of Women Voters

Chairman Potter called the eight meeting of the Civil Service Commission in the year 2014 to order at 1:00 p.m.

**Motion** by Lekan, second by Krebs to approve minutes of meeting held April 21, 2014. Dr. Lekan noted that there was discussion at the meeting about trying to get computers for the Police Sergeant test. Dr. Lekan stated that he had volunteered to look into a resource for computers but he was unable to acquire them. Chief Spaetzel stated that he will notify the Ohio Association of Chiefs of Police that it would serve their best interests to supply computers for testing if they wished to conduct their testing in that manner. The Ohio Fire Chiefs Association does supply computers for fire promotional testing.

**Roll Call Vote: Yeas – Potter, Krebs, Lekan. Nays – None. Motion passed 3-0.**

**Motion** by Krebs, second by Lekan to approve minutes of meeting held April 23, 2014. Dr. Lekan stated that at some later date the Civil Service Commission should review the documents related to the Civil Service Commission releasing the Board of Education employees from the authority of the Civil Service Commission. On Page 3, the Civil Service Commission minutes of April 23 state that the Police are not covered by Civil Service. This statement is not true, but was a direct quotation from the Law Director. It obviously was a mis-statement. Mr. Potter noted that he spoke with Mr. Ebert about checking with the Law Directors of surrounding communities to see what they did in regard to adhering to the State requirements for school employees. Superintendent of Schools Clint Keener is of the opinion that since he has a letter from the city absolving all school employees from Civil Service Rules he will continue on that basis until notified differently. Further discussion about school employees will be held in abeyance pending further information from the Law Director.

**Roll Call Vote: Yeas – Potter, Krebs, Lekan. Nays – None. Motion passed 3-0.**

**Review of Results of Police Sergeant Examination**

The Secretary reported to the Commission the proceedings of the Assessment Center portion of the Police Sergeant Examination. The Assessment Center was held on Saturday, May 31, 2014 with four candidates participating. A fifth eligible candidate, Jamie Pochatek, elected not to take part in the Assessment Center portion of the examination.

Mr. Potter announced the results of the Assessment Center portion of the examination as follows:

Jay Elish	(Candidate B)	93.75%
Mark Palmer	(Candidate A)	83.47%
Erie Tuisku	(Candidate D)	77.85%
Edward Chapman	(Candidate C)	76.46%

After combining the written grade percentage, Assessment Center percentage, Seniority Points, and Efficiency Points, an eligibility list was presented for approval.

<u>NAME</u>	<u>WRITTEN GRADE</u>	<u>40%</u>	<u>Assessment Center</u>	<u>60%</u>	<u>Total</u>	<u>Start Date</u>	<u>Seniority</u>	<u>Percentage</u>	<u>Seniority Credit</u>	<u>Efficiency</u>	<u>Final Grade</u>
<u>MARK PALMER</u>	77.64%	31.06	83.47%	50.08%	81.14%	8/30/2010	3 points	3%	2.43	9.06	92.63%
<u>ERIC TUISKU</u>	77.64%	31.06	77.85%	46.71%	77.77%	8/17/2009	4 points	4%	3.11	6.86	87.74%
<u>JAY ELISH</u>	74.11%	29.64	93.75%	56.25%	85.89%	9/20/1993	5 points	5%	4.3	9.48	99.66%
<u>EDWARD CHAPMAN</u>	71.76%	28.7	76.46%	45.88%	74.58%	8/30/2010	3 points	3%	2.24	8.53	85.36%
<u>JAMIE POCHATEK</u>	70.58%	28.23	dropped out			12/17/2012	1 point	1%			

Mr. Potter congratulated the candidates on their successful completion of the Police Sergeant Examination,

Chief Spaetzel stated that a Police Lieutenant may be retiring in the first quarter of 2015 but if there is department reorganization that position will fall away. According to the Police Labor Union Contract, the appointing authority may pick Number One, or Number Two of the candidates on the eligible list for promotion.

**Annual Report of the Civil Service Commission for Year 2013**

The Annual Report of the Bay Village Civil Service Commission filed with the Ohio State Personnel Board of Review was reviewed by the Secretary and is on file in the Civil Service Commission Office. An addendum to the required report to the State was read by the Secretary as follows:

**CIVIL SERVICE COMMISSION\  
2013 YEAR END REPORT**



**Building Department**

SAFEbuilt, Inc., took over City of Bay Village Building Department in 2013. The two Civil Service Employees, David Volle and Liz Carey, in the department were not hired by SAFEbuilt, Inc., and left employment with the City of Bay Village Building Department

**Finance Department**

Heather Vogel remains the only employee hired through the Civil Service procedure. She works part time as a receptionist. The position of part time receptionist was removed from Civil Service Classification on April 4, 2006.

**Service Department**

Jackie Moore is a Service Department clerical employee with Civil Service Classification.

**Review of the Civil Service Rules and Regulations Pages 16 through 21**

Mr. Potter recommended waiting until the next meeting of the Civil Service Commission to review Pages 16 through 21 of the Civil Service Rules and Regulations.

The Commission reviewed their vacation schedules. It was determined to convene the next meeting of the Civil Service Commission in July, 2014. The only agenda items will be review of the Civil Service Rules and Regulations. It is hoped to have word back from the Law Director by the next meeting regarding the inclusion or exclusion of school employees under Civil Service. The Police and Fire Chief will be asked to attend the meeting.

There being no further business to discuss the meeting adjourned at 1:28 p.m.

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James R. Potter, Chairman

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Joan T. Kemper, Secretary