



## CIVIL SERVICE COMMISSION

Tom Cornhoff, Chairman

Paul Nees, Member

Leonard Taylor, Member

### CIVIL SERVICE COMMISSION MINUTES THURSDAY, MAY 11, 2017

#### ATTENDEES:

Present Members: Tom Cornhoff, Paul Nees, Leonard Taylor, Secretary Sandy Panczyk;  
Asst Police Chief Bob Gonsiewski, Fire Chief Tim Morgan, HR Director Kolette Woloszynek, Law Director David Maistros  
Also in attendance: Mayor Ted Yates, Michael Giardina

**CALL TO ORDER:** Chairman Cornhoff called the meeting to order at 8:05 AM in Council Chambers.

#### APPROVAL OF MINUTES:

Mr. Cornhoff asked if the members had reviewed the minutes from the meeting of April 6, 2017. Mr. Cornhoff asked for a motion to approve the minutes.

**MOTION:** Mr. Nees moved to approve the minutes of April 6, 2017 as presented. Mr. Taylor seconded the motion. **Motion passed 3-0.**

#### PUBLIC PARTICIPATION:

There was no public participation.

#### OLD BUSINESS:

HR Director Kolette Woloszynek presented the 2017 Dispatcher Exam Eligibility List for Certification for one year. It was noted that 12 applicants took the exam on April 21 and 10 passed. One week was given for appeals. There were no appeals.

**MOTION:** Mr. Taylor moved to certify the eligibility list for one year. Mr. Nees seconded the motion. **Motion passed 3-0.**

Asst. Chief Bob Gonsiewski gave an update to the Police Officer examination which will be given on May 21, 2017. The police agility test and exam will be given @ 9:00 am and 1:00 pm respectively. The agility portion will be held at the football stadium (rain location will be the Fitness Center) and the written will be held at the Community Center. Applications will be accepted beginning May 15, 2017. Mr. Taylor advised the Commission that he will be unable to attend the police examination.

There is a candidate, Chris Wanhala, requesting an exception to the rule that you must personally turn in the application. He lives and works in Minnesota and has requested that a family member be able to turn the application in for him. He has requested time off from work to be here for the test date and feels it would be a financial hardship to make an additional trip to Twinsburg to turn in the application. He also has limited time off from his new job and could not request two separate days off.

Civil Service rules state the applicant must present the application in person. Are we opening up a door to further exceptions? What is the purpose of having the applicant apply in person? The original purpose was to make sure the person taking the test was the applicant. ID's are now checked at the test site.

Law Director, David Maistros stated that Rule 8B allows for a tie-breaker based on the earlier date and time of application being placed first. He suggests any applicant given an exception would forfeit his tie-breaker position and would be placed last.

Mayor Yates suggested the applicant could have their signature notarized.

Chairman Cornhoff wished the applicant would have presented his request in writing. Mr. Taylor felt a president has been set and we need to follow the rules as stated. Mr. Nees feels we don't want to turn away candidates and thinks the suggestions of notarizing the signature and forfeiting the tie-breaker rule are good options.

David Maistros suggested the rules be reviewed at the next meeting in order to bring them up to date with the current situations and to avoid dealing with constant exceptions. Mayor Yates suggested Mr. Wanhala submit something in writing stating his reasons for the exception and that he understands he will lose his position in a tie-breaker situation.

**MOTION:** Mr. Nees moved to waive the rule of submitting an application in person, according to Section 8B, for Chris Wanhala, subject to Mr. Wanhala providing a notarized signature and submitting written acknowledgement that he waives his position in the tie-breaker, and he provides a written request stating that it would be a hardship to be here in person to submit his application. Mr. Taylor seconded the motion. **Motion passed 3-0.**

#### **NEW BUSINESS:**

Mike Giardina requests an exception to the physical agility testing due to mandatory OPATA academy training at the firing range at the same date and time. Academy training hours can be made up at a substantial financial cost to the candidate. He would like to use his Academy physical agility training as his qualification for the written test.

It was determined that Mr. Giardina could arrive at the physical agility test by 12:30 pm. Since no ending time was stated on the advertisement, there would be no exception to having Mr. Giardina take his physical agility test at 12:30 pm.

#### **MISCELLANEOUS:**

There was no miscellaneous business.

#### **SCHEDULE NEXT MEETING DATE:**

The next meeting is scheduled for June 8, 2017.

#### **ADJOURNMENT:**

**MOTION:** Mr. Taylor moved for adjournment. Mr. Nees seconded.  
The motion was passed unanimously. Meeting was adjourned at 8:37 a.m.

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Tom Cornhoff, Chairman

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Sandy Panczyk, Secretary