

OLON CIVIL SERVICE COMMISSION
Wednesday, July 22, 2020
Meeting was held VIA Zoom due to the COVID 19 Pandemic

Chairman Kennedy opened the meeting at 5:30 p.m. with the **ROLL CALL**

Present: Commission Members Adelman, Gross, Kennedy, HR Director Stolarsky, Legal Counsel, Michael Esposito, Secretary Perry and entering at 6:00 p.m. City Planning Director Frankland

UPDATE OF THE RULES AND REGULATIONS

Michael Esposito from Clemens, Nelson was in attendance to respond to suggested changes referred to him with regards to the update of the Rules and Regulations. Chairman Kennedy thanked him for answering a question posed to him about including a percentage for experience on patrol officer entry level exams. The Commission has yet to finalize this discussion.

Commission Adelman had questions with regards to *Methods of Appealing Erroneous Scores 10.05(D)* This was in the original Rules and Regulations and removed in 2015. She asked about reviewing the Answer Key after taking the exam. Mr. Esposito said it is generally within so many days of taking the written exam. But they may only review the Answer Key, not the exam. Previously applicants could review both the exam and answer key but the law changed with Civil Service Reform. It can be at the discretion of the Commission whether to allow the review period and the rule could be made very restrictive or flexible as the Commission deems necessary. If a review period is permitted it should be included in the job posting. Commission Member Gross feels only the Answer Key specific to a question should be provided; not the entire Answer Key.

With regards to *Section 10.02 A*, a question was brought forth about changing the percentage from 25% to 30% or 35%. Mr. Esposito said this was statutory and an ordinance would have to be adopted by City Council. The Commission was of the opinion a change was not necessary.

With regards to *Section 3:05* should Zoom meetings be included. Mr. Esposito said it could not hurt to embrace technology. The Commission will finalize the wording on this item.

Chairman Kennedy thanked Mr. Esposito for attending the meeting and answering all their questions. He exited the meeting at 5:59 p.m.

NON-COMPETE PLANNING DEPARTMENT

Director Frankland entered the meeting at 6:00 p.m. to discuss the selected candidate for Zoning Inspector. He thanked the Commission for the opportunity to speak. He noted 12 applications were received. The job was posted March 4th through April 17th. But then COVID and a hiring freeze happened. Because of that they allowed applications to continue through mid-June. Four candidates were selected for phone interviews and the two final candidates received multiple interviews. The Interview Committee consisted of the City Prosecutor who is the legal adviser to the Planning Department, Planner 1 Nick Parks, Planner 1 Victoria Dever, and Rob, himself. Both candidates were very good but the recommended candidate was best as he had 29 years of experience with the Solon Police Department and met the five essential characteristics of a good zoning inspector. 1. Experience reading, interpreting and applying code. He said there is a lot of overlapping in the General Offense code and the Zoning Code which the selected candidate is experienced in. 2. He is professional in demanding circumstances and one of his distinct characteristics was being personable, calm and productive. 3. He had knowledge of the legal process because he often served citations for the former zoning inspector and would be able to make and present an organized case with exhibits to the Judge. 4. He has managerial and organizational skills in abundance as he managed the City Jail. 5. He also has a lot of

computer software skills with databases that he experienced through his previous position with the Police Department. He also has community knowledge. Director Frankland said he was impressed during the interview process how the candidate was familiar with many of the major zoning violators of the past. He said it was the unanimous opinion of the interview committee to select the recommended candidate as the Zoning Inspector.

Commission Member Gross asked if experience as a Zoning Inspector was required and did the advertisement specify experience was needed. Director Frankland said experience or comparable experience is desired. But because of the overlap of the General Offense Code and the Zoning Code, he felt there was not a lot of difference in understanding them. The selected candidates experience was close enough and sufficient enough to perform the job.

Commission Member Gross expressed when you are posting a position for a role to be filed requiring certain experience and criteria but that criteria is not followed it is unfair to people who may not have applied because they did not meet a specific skillset. He said there is always extra scrutiny when someone within the City fills the role and the person with the specific skillset does not. Commission Member Gross asked if Director Frankland was comfortable with the decision of the interview committee. Director Frankland said he was as comfortable as he could be. That he wrote the codes and could assist with any learning curve. He was very confident in the ability of the selected candidate.

Chairman Kennedy thanked Director Frankland for presenting this to the Commission and moved to approve the appointment of the selected candidate to the position of Zoning Inspector. Commission Member Adelman seconded the motion.

Roll Call: Aye: Adelman, Gross, Kennedy
 Nay: None The Motion Carried

APPROVAL OF MINUTES

Motion by Commission Member Gross, second by Commission Member Adelman to approve the minutes of July 1, 2020 as presented by the Secretary.

Roll Call: Aye: Adelman, Gross, Kennedy
 Nay: None The Motion Carried

APPROVAL OF PAYROLL

Motion by Commission Member Adelman, second by Commission Member Kennedy to approve the City Payroll for the pay date of July 17, 2020.

Roll Call: Aye: Adelman, Gross, Kennedy
 Nay: None The Motion Carried

PAY RATE/CHANGE SHEETS

Motion by Commission Member Adelman, second by Commission Member Gross to approve the Pay Rate/Change Sheets (4) for the period.

Roll Call: Aye: Adelman, Gross, Kennedy
 Nay: None The Motion Carried

CORRESPONDENCE

Memo dated July 22, 2020 from Assistant Chief Haines requesting the removal of Candidate #9 from the current eligibility list for patrol officer and that the appropriate notification be made.

Motion by Commission Member Kennedy, second by Commission Member Adelman to approve the removal of Candidate #9 from the current eligibility list for Patrol Officer and releasing the next name for review.

Roll Call: Aye: Adelman, Gross, Kennedy
 Nay: None The Motion Carried

ADJOURNMENT

There being no further business to conduct, Commission Member Gross moved to adjourn the meeting at 6:23 p.m. Commission Member Adelman seconded the motion.

Roll Call: Aye: Adelman, Gross, Kennedy
 Nay: None The Motion Carried

Prepared and Submitted by _____