

**CITY OF NORTH OLMSTED
CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CAUCUS ROOM
MINUTES – DECEMBER 19, 2011
7:00 P.M.**

- I. ROLL CALL:** Chairman M. Ubaldi called the meeting to order at 7:00 p.m.
PRESENT: M. Ubaldi and J. Barrett
ALSO PRESENT: Human Resources Director C. Farver, Assistant Law Director B. O'Malley, S. Barrett and Civil Service Secretary D. Eccleston

II. DISPOSITION OF MINUTES:

The Civil Service minutes dated August 15, 2011 have been submitted for approval.

Mr. Ubaldi made a motion to accept the minutes as submitted. Mr. Barrett seconded and unanimously approved.

III. COMMUNICATIONS:

There were 5 items of correspondence received and 4 items of correspondence sent out by the Civil Service Commission.

IV. OLD BUSINESS:

V. NEW BUSINESS:

2012 Calendar

The Civil Service Commission will continue to meet the third Monday of each month with the exception of January and February due to Martin Luther King, Jr. and Presidents Day.

Mr. Ubaldi made a motion to accept the 2012 calendar as submitted. Mr. Barrett seconded and unanimously approved.

2012 Budget

The 2012 budget is self explanatory. The one area that received less funding is the pre-employment testing line item; it was \$15,000 last year and is now \$10,000 for 2012. This will fill the needs of what the Administration is projecting for the New Year.

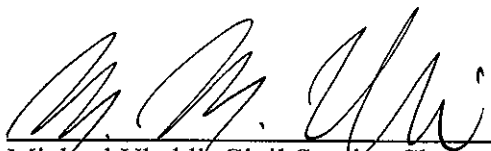
Mr. Ubaldi made a motion to accept the findings for the 2012 budget. Mr. Barrett seconded and unanimously approved.

Review Statements of Qualifications


The Commission put together the request for qualifications, received responses and a recommendation was made to compare notes and possibly interview for any unresolved questions. With a new commissioner coming on board in January a suggestion was made to involve him in the process. The Commission is not under the gun as far as any timing issues and still has an outstanding contract with Ramsey & Associates which concludes in March. The Commission has the option to move quickly if need be. All pertinent information will be sent to Mr. Hayes, the new commissioner, which would give him plenty of time to review the material. The Commission will table this issue; at this time there are no Civil Service testing on the horizon. An inquiry was made regarding any kind of abrogation clause with Ramsey. Generally there is a termination provision which the City reserves that right and it is up to a certain dollar amount or a certain time frame. Ramsey & Associates has \$3,800 remaining on her agreement and there may be an option for the company to terminate. If there is no testing on the horizon and if the Commission is selecting a new firm and Ramsey's contract runs its course then the Commission could leave well enough alone. The intention of the Commission would be to start a new contract when Ramsey's expires and is just looking ahead if something comes up. A general discussion commenced regarding reviewing this issue in January; if necessary have an interview in February and make a final decision. This was done the last time; the Commission ranked firms, brought in a couple of testing agencies, interviewed them and in the end it was clear who they wanted. The Commission could have a contract with more than one testing agency. It is still the Commission's intent to have the monetary amount of \$25,000 or less; use the same process in the past so there is no need for Council action, only Board of Control action, and the Administration can convene a Board of Control meeting rather quickly should it be needed with an obligation notice of 24 hours.

The Chairman indicated he would like to end the meeting with thanks and appreciation for Karen Zolar services.

VI. ADJOURNMENT: Mr. Ubaldi made a motion to adjourn at 7:13 p.m. Mr. Barrett seconded the motion and unanimously approved.


Michael Ubaldi, Civil Service Chairman

1 / 23 / 12
Date


Donna Eccleston, Civil Service Secretary