

MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Monday, July 1, 2019
AVON CITY HALL

CALL TO ORDER

The meeting was called to order at 10:05 A.M. by Peter Kratt, Chairman of the Civil Service Commission.

ROLL CALL

Present: Chairman Peter Kratt and Commissioners Alan Wojciechowski and Tony Sarraino.

In attendance: Law Director John Gasior, Police Captain Larry Fischbach and Recording Secretary, Rose Seighman

ADDITIONS/DELETIONS TO AGENDA:

Mr. Sarraino made a motion to accept the agenda as published. Mr. Wojciechowski seconded and the motion passed 3-0.

APPROVE MINUTES OF MEETING OF 6/3/2019:

Mr. Wojciechowski made a motion to accept the minutes from the June 3rd meeting. Mr. Sarraino seconded and the motion passed 3-0.

Mr. Kratt commended Mr. Gasior and Mrs. Seighman on the minutes that were taken last month. Mr. Kratt asked Mr. Gasior how he felt about keeping minutes as short and concise as possible. Mr. Gasior responded that the point of doing minutes is to get the gist of a meeting without recording it verbatim. If a person makes a point, you want to be sure comments are attributed to that commission member, however, it's not important to record every word. There are times when being general while taking minutes is preferred.

ACTION/DISCUSSION ITEMS:

Approve Certified Lists for Clerical & Labor

Mrs. Seighman indicated there were 2 names taken off – one applicant was hired and the other applicant's application had expired. The Clerical list stayed the same – no names came off and none were added.

Mr. Sarraino made a motion to accept the updated eligibility lists for Labor and Clerical. Mr. Wojciechowski seconded and the motion passed 3-0.

Police Promotional Exam for July 29

Mr. Gasior briefly went over what was discussed in last month's meeting regarding the promotional exam that Chief Bosley requested. Chief wanted to go with a new testing company, National Testing Network. We discovered that the company will not allow for the post grading inspection that meets our Civil Service Rule requirement. They could create a custom exam

where they would allow for the post grading inspection, however, that test would have no video component to that test, which would defeat the whole purpose, as that was what Chief Bosley wanted. The Chief and Mr. Gasior discussed a possible waiver, explaining to the candidates that this is a no-studying material test and there is no post grading inspection at all. They would take the test and their score is their score. Mr. Kratt asked how many might be taking this test and the answer was 5. One of those 5, 1 may be retiring, so in all probability, it would be 4 candidates taking this test. Chief Bosley is out this week, but Mr. Gasior suggested perhaps we could approach each of the possible candidates and ask if they would sign a waiver forgoing any post grading inspections and then we could use this testing company. If the candidates do not sign the waiver, Chief Bosley has already contacted Ramsay and has a quote for them administering the promotional exam. So, we have both options ready to do. Mr. Kratt asked if all candidates would need to sign the waiver and Captain Fischbach responded that they would. Either all of them sign the waiver or we do not go forward with the National Testing Network. Captain Fischbach said the National Testing Network should be enticing to them because there are no study materials, you simply take the test, they won't need to spend all that time reading and studying the materials – which they would need to do with the Ramsey test. The National Testing Network is based on the knowledge and experience they already have and what they know. Mr. Kratt asked if there is a fair shot that all would sign the waiver. Capt Fischbach said he thinks there is. Mr. Kratt asked if we should think about changing our rules, given how strongly Chief Bosley felt that the National Testing Network was the way he wanted to go. Mr. Gasior said he has already gotten samples of the Civil Service Rules from other communities that use that company, to see how they read. He did not have a chance to look at those rules before this meeting. So right now, the waiver would be the way to go for this particular test. Mr. Gasior believes the action the board should take today is to approve National Testing Network providing we get all waivers signed; barring that, approve Ramsay. This way the Commission does not need to meet again. We would need to have all the waivers back by July 10 or 12. Mr. Kratt asked if we could still have the test on July 29th. Mrs. Seighman indicated that Civil Service rules dictate we need to post for the position at least 45 days in advance of the test, so July 29 is no longer possible. Mr. Gasior said if we can get the waivers by July 12 (or sooner), we could then issue the notice for the test date. Mr. Gasior said he could draft the waiver today.

Mr. Sarraino made a motion to approve National Testing Network as the test administrator, providing all waivers are turned in by July 12, if not, approval to go with Ramsay for the police promotional test. Mr. Wojciechowski seconded and the motion passed 3-0.

CHAIRMAN'S COMMENTS:

GENERAL COMMENTS:

None.

NEXT MEETING DATE:

The next meeting has been scheduled for Monday, August 5, 10:00 A.M.

ADJOURN:

Following a unanimous vote, today's meeting was adjourned at 10:25 A.M.

PASSED: _____ **SIGNED BY:** _____

Peter Kratt, Chairman

ATTEST: _____

Rose Seighman, Recording Secretary

C: John Gasior
Chief Bosley
Chief Root
Rose Seighman