

**MINUTES OF MEETING**  
**AVON CIVIL SERVICE COMMISSION**  
Held Wednesday, September 2, 2020

AVON CITY HALL

**CALL TO ORDER**

The meeting was called to order at 10:00 A.M. by Peter Kratt, Chairman of the Civil Service Commission.

**ROLL CALL**

Present: Chairman Peter Kratt and Commissioner, Tony Sarraino and Alan Wojciechowski.

In attendance: Law Director John Gasior, Police Chief Richard Bosley 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 8/5/2020:**

*Mr. Wojciechowski made a motion to accept the minutes from the August 5th meeting. Mr. Sarraino seconded and the motion passed 3-0.*

**OLD BUSINESS:**

Mrs. Seighman updated the Commission on the upcoming exams. She stated that the Police Sergeant Promotional exam which takes place tonight will have 10 candidates sitting for that exam. September 12<sup>th</sup> we have a Fire Entrance Exam and currently there are 33 applicants, registration closes this Friday at 3pm. The Fire Entrance exam is being administered by the Ohio Fire Chief's Association. We just posted for our Police Entrance and Lateral Exams this past Sunday and we have 15 applicants for the Entrance and 4 for the Lateral. These exams are being administered through the National Testing Network and the exam window closes on October 2<sup>nd</sup>.

**ACTION ITEMS:**

**CHAIRMAN'S COMMENTS:**

Mr. Kratt brought everyone's attention to the proposed Rule change that Mrs. Seighman handed out to everyone before the meeting started. He asked Mr. Gasior if this was something he drafted. Mr. Gasior informed everyone that Safety Director Streator drafted this. Mrs. Seighman explained in our Civil

Service Rules, we are required to advertise for our entrance exams at least two weeks prior to the exam but no more than four weeks before the exam. Mr. Streator would like to do away with the four weeks before and let us decide how far in advance we should advertise these exams, in order to get the best pool of candidates. She asked Chief Bosley for confirmation on this. Chief said that it does go beyond NTN and it goes to our recruitment as a whole. If our personnel are going to be at job fairs, colleges or recruitment fairs handing out brochures about why you would want to work for the City of Avon, if we already scheduled or know when our next exam is, we should be sharing that information with them. But we want to be sure we don't have a conflict with our posting rule. The Ohio Police Collaborative says best practices for policy for recruitment indicates we should be going out and doing those things especially in communities of diversity. And it gives the perspective candidates time to schedule these exams if they have proper notice.

Mr. Kratt asked if Mr. Gasior saw this possible Rule Change before this morning. He indicated he did and he doesn't see a problem with it. As long as we have the 2 weeks before. Nobody will apply for an exam before it's announced. We can announce an exam 8 weeks in advance of the date and we wouldn't be constrained by the 4 weeks. Like Chief Bosley said, it will give us more recruiting opportunities. We can announce today that we are going to have an exam in January and people will have up until 2 weeks before that exam to register as opposed not starting to register until December 1<sup>st</sup>. Mrs. Seighman also explained that we have a cut off date for applicants to apply and typically that date is 5 days before the exam date, so technically, right now, we only have 3 weeks for applicants to apply to take the exam, which isn't that much time. Gasior said we always operated on that rule and then an outsider comes in, like Mr. Streator and points out that we are really giving ourselves a tight window to give people an opportunity to apply. Using Mr. Gasior's example of a January exam, if we advertise now, we have the rest of September, all of October, November and December to advertise.

Mr. Kratt said the one item that jumps out at him, and which was brought up in a previous meeting, is that the entrance exam must be advertised in a newspaper of general circulation. There was a lot of discussion about not being limited to advertising in newspapers. Mr. Gasior said we aren't really limited to only advertising in newspapers, we just have to do at least that. We will still advertise on our website and social media, anywhere we want to. The rule simply requires that we place an ad in a newspaper. Chief Bosley added that Mrs. Seighman shared with him that on our social media, she could see the traffic and retweets that our advertisement on our city's Facebook page generated. In less than 48 hours, there were over 1,400 engagements on the post for the police entrance exam. Mr. Kratt mentioned that at a previous meeting Mrs. Seighman shared that it cost \$2400 to advertise in the newspaper. She confirmed that and said to advertise in the Morning Journal for the last firefighter entrance exam was \$2400. She indicated that this time we only advertised in the Cleveland Plain Dealer, which also posts on the website Cleveland.com. This cost about \$600 for advertisements in 2 consecutive Sunday papers and 14 days on Cleveland.com. Chief Bosley commented that newspapers probably aren't where this generation of candidates are looking, they are looking online. He asked if we were advertising on Indeed.com. Mrs. Seighman said we haven't done that yet. There is a function of Indeed.com that is free but there is also a package you can purchase with Indeed.com. The purchased advertisements are those that show up first when someone is searching for a particular job and the free advertisements will show up last.

Mr. Kratt said if this rule change is acceptable with everyone, that it is fine with him. But if newspapers aren't really where our candidates are getting their information, maybe we could save a few bucks and not advertise in newspaper. Mr. Gasior said that you see it today with students that don't have computers to do remote learning. We assume everyone is connected to the internet. Even if 90% of the people out there are connected, there are still those that are not. He isn't saying those will be the applicants for the

fire or police positions, but maybe somebody's grandfather will be reading the paper and see the advertisement for the entrance exam and calls his daughter to say "I know Josh wants to be a policeman and I see Avon is hiring". So, to him, leaving the ad in the newspaper doesn't hurt. It costs us a few bucks, but it prevents us from being attacked by anyone that might say not everyone is connected.

Mr. Kratt said if nobody objects, we will treat this as a first reading. Mr. Wojciechowski suggested that we advertise one week in the Morning Journal and one week in the Chronicle, as well as the Plain Dealer since people typically read one of the local papers or the other. Mrs. Seighman said before the next entrance exam, we will discuss advertising at the Civil Service Meeting.

**GENERAL COMMENTS:**

Mr. Gasior added that as a last comment, we aren't saying we can't use any other means of notification for the exam, the bare minimum is the newspaper. Chief Bosley said he gets numerous phone calls asking "when are you having your next entrance exam?". He was speaking with our HR Specialist, Diane Szlempa, to see if there would be a way that they can fill out an "interest" card saying they are interested in our next exam. When we schedule the next exam, a blanket email can go out to all those that expressed an interest. Mr. Gasior said that would make it public friendly. Mr. Sarraino said the Avon Lake Press wouldn't hurt either, or the Chronicle. We will meet the minimum requirement of advertising in a newspaper and then we can also advertise elsewhere.

**NEXT MEETING DATE:**

The next meeting will take place Wednesday, October 7th at 10:00am.

**ADJOURN:**

Following a unanimous vote, today's meeting was adjourned at 10:20 A.M.

**PASSED:** \_\_\_\_\_ **SIGNED BY:** \_\_\_\_\_

Peter Kratt, Chairman

**ATTEST:** \_\_\_\_\_

Rose Seighman, Recording Secretary

C: John Gasior  
Chief Bosley  
Chief Root  
Rose Seighman