



**Civil Service Commission Minutes
Thursday, January 7, 2021 at 3:00 P.M.
Via Teleconference - Zoom**

Members Present: Sandra I. Kiely, Chairperson
Ronald Fountain, Commissioner
Lee Trotter, Commissioner
Jeri E. Chaikin, Secretary

Others Present: William Ondrey Gruber, Director of Law
Jeffrey DeMuth, Police Chief
Patrick Sweeney, Fire Chief
James Heath, Assistant Fire Chief
Sandra Middleton, Director of Human Resources

The meeting was called to order by Chairperson Sandra Kiely at 3:02 p.m.

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Approval of the November 23, 2020 Meeting Minutes

Chairperson Kiely asked if there was a motion to approve November 23, 2020, meeting minutes moved by Commissioner Kiely and second by Commissioner Fountain and minutes were approved.

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Civil Service Commission Memo

Commissioner Kiely turned the decision over to Sandra Middleton, Human Resources Director regarding implementation of civil service commission memo that would outline in detail the discussion for the meeting.

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Recommendation to cancel current Police Entry-Level Eligibility List – Exhibit A and Exhibit B.

Ms. Middleton shared **Exhibit A – Eligibility List** that we currently have a police entry-level eligibility list that was established on September 23, 2019 and according to the Civil Service Rules it stays in place for up to two years unless the Commission takes action otherwise. Ms. Middleton explained that we have gone through this list, we have hired six (6) off the list and have vetted everyone else that remain and do not think we will get another viable candidate off this list. Ms. Middleton recommend that the Commission cancel this list so we can establish a new list. Commission Kiely stated that the Commission is being requested to cancel the list. Are there any comment or questions regarding this before we take a vote? Commission Lee Trotter asked how many people were left. Chief Police Jeffery DeMuth replied there where two people left on the list that remained as viable candidates. Commissioner Kiely stated the current list is not going to yield any additional hirers, we have a request to cancel the list. Do I have a

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motion? So, moved by Commissioner Fountain and second by Commissioner Trotter. Commissioner Kiely stated the list has been cancelled.

Ms. Middleton explained **Exhibit B – Test Cycle Outcomes** gives test outcome of how many people have applied, how many people passed and the ranking of the lowest candidate hired. Ms. Middleton mentioned that some years ago we changed the Civil Service Rules to include the top 20 and that allows us to go further down the eligibility list. **Exhibit B** goes back to 2007 to the most recent test in 2019, showing how many we have hired off each list. Off the list just cancelled we hired six and that is in line with what we have done for the last few test cycles. The bottom half of **Exhibit B** gives the demographics of who we hired and how many remain. The Commission had a lengthy discussion about changing the hiring process and ways to retain existing employees. Commissioner Kiely motioned to change the requirement to applicants in the SHPD must be either currently enrolled in a Police School or working in a Police Department. So moved by Commissioner Fountain and second by Commissioner Trotter. Commission Kiely noted for the record all in favor.

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Overview & Discussion of recommended Police Lateral Process – Exhibit C and Exhibit 4.

Ms. Middleton shared **Exhibit C – 2019 Adverse Impact by Test Cycle Outcomes**. Ms. Middleton explained the challenges in this pandemic and not being ready for a large gatherings, require us to change our test. We have used the Structured Interview test in the past with great success. Commissioner Kiely asked are we losing a step. Ms. Middleton replied we are not I'm just saying why we are not going back to the structured interview process. Ms. Middleton explained that the structured interview was the test. Ms. Middleton discussed **Exhibit 4 – 2021 Police Exam Cost Comparison**. Ms. Middleton presented two companies for comparison, IPMA is (Structured Interview) is not listed because we cannot have that type of testing during the pandemic. Ms. Middleton stated the City is recommending the B-Pad Group, Inc., that was used in 2014 for a lateral entrance. B-Pad is video based and can be taken at home with a webcam. We will make every effort to eliminate any barriers for someone to participate in the process by lending webcams if necessary. The process is scenario base on eight scenarios that are chosen and the applicant acts as if they are the Police Officer on the scene.

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Recommendation and approval of testing company.

Commissioner Kiely asked you are making this recommendation that we approve the B-Pad Group for the testing, based on purchasing 50 exams. Ms. Middleton stated we don't have to limit it to 50 exams. This is just for the purposes of showing competitiveness. Commissioner Kiely asked is there a motion? So moved by Commissioner Trotter and second by Commissioner Fountain. The motion has been approved to hire the B-Pad Group.

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Designate Chair for 2021.

Ms. Middleton asked the Commissioners to designate a Chair for 2021. Commissioner Fountain so moved to nominate Commissioner Sandra Kiely to be the Chair of the Civil Service Commission for the next year and Commissioner Trotter second. Commissioner Kiely was approved for Chair for 2021.

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Calendars were checked and a future Civil Service Commission meeting was scheduled for Friday, January 22, 2021 at 3:30 p.m.

There being no further business, Commissioner Kiely adjourned the meeting at 4:12 p.m.

A handwritten signature in blue ink, appearing to read "J. Chaikin".

Jeri E. Chaikin, Secretary
Civil Service Commission