

CIVIL SERVICE COMMISSION MEETING MINUTES

August 22, 2023

5:15 pm – Front Conference Room – 631 Perry Street

Present: CSC Members: Chairman S. Korhn, N. Walker, T. Whetstone and Clerk C. Homan
Guests: Assistant Police Chief Lee Martinez, HR Manager Lanie Lambert, Police Sergeant George Moser

CALL TO ORDER

Clerk C. Homan assured the Civil Service Commission (CSC) is in compliance with all Sunshine Law notices. The meeting was called to order at 5:15pm in the Front Conference Room, located at 631 Perry Street, by Chairman S. Korhn.

1. Approval of Minutes from the June 27, 2023 Meeting and July 17, 2023 Meeting

Motion: N. Walker made a motion to approve the minutes of the June 27, 2023 and July 17, 2023 meetings as presented. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

2. NEW BUSINESS

A. Police Lieutenant Promotional Testing

Clerk C. Homan notified the group Lieutenant Campbell has announced he will be retiring at the beginning of September. There is not a current promotional list for Lieutenant; so, testing will need to be conducted. Clerk C. Homan went on to say National Testing Network (NTN), who the City currently uses to do the Entry Level testing, has begun offering promotional tests, too. Chief Shafer is interested in using them for the written portion of the promotional testing.

Eligibility for the testing would be Sergeants with at least one year of experience in their current role. One of the four Sergeants was just promoted a couple of months ago and is not eligible. There is reason to believe at least two of the three remaining eligible Sergeants may not be interested in participating in the promotional testing. The group was asked if the testing could be approved in such a way that if at least two Sergeants do not sign up for the promotional test that eligibility could drop to Patrolmen as per the Local Police Union contract.

Sergeant G. Moser, who was in attendance, explained he is not interested in participating for a couple of reasons. One reason being it changes a person's work shift as new Sergeants typically are assigned to 2nd shift. Depending on the age of a person's children, this shift change may not appeal to them. Another reason for him personally is he plans to retire next year, so he would rather see the department move forward long term with someone else in the

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position. Sergeant Moser asked if there was a letter he, and perhaps the other eligible Sergeant who is believed to not be interested, could sign attesting to their not being interested in the promotional testing so as to expedite the testing process. Chairman S. Korhn said they could draft and sign a letter saying they are not interested in participating.

Discussion took place about the study material for the NTN testing. Clerk C. Homan explained there is no specific study material recommended. NTN encourages officers interested in promotional testing to take advantage of any opportunities to gain knowledge. But, the test questions do not come from a specific source to be studied prior to testing.

N. Walker asked how the test was scored. Clerk C. Homan explained she did not ask for that information specifically but would follow up with NTN. L. Lambert confirmed she knows it is a percentage because her previous employer had used NTN for promotional testing. She went on to say her prior employer liked the testing because it was based on how an individual handles themselves in a situation versus being tested on study materials. Sergeant Moser confirmed feedback from other officers in the past often questioned the appropriateness of memorizing terms from study materials as being the best job related test.

Sergeant Moser asked if there was any way to incorporate into the testing how an individual performs in their current position. He feels when looking at employees whoever is doing the job best at the department in the way it should be done should get some kind of points assigned for this and the kind of job they are doing. Chairman S. Korhn explained the testing needs to be objective so something that subjective could not be included.

Motion: The motion was made by Chairman S. Korhn to employ National Testing Network (NTN) for the written portion of Police Lieutenant promotional testing and the Ohio Association of Chiefs of Police to conduct an assessment center for the promotional testing. Candidates would need to score at least 70% to pass the written test in order to qualify for the assessment center. 100 will be a perfect score in each testing area. 55% of the assessment score will be combined with 45% of the written score to tabulate a candidate's total test score. The CSC Clerk will determine seniority credit pursuant to Local Rules which will be added to the total test score for a candidate's final score. The notice of the exam should be posted for two weeks. If a waiver is received from at least two of the current Sergeants stating they are not interested in the testing, testing would then be open to Patrolmen with at least three years of experience at the Defiance Police Department per the Local Police Union contract. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

B. Police Sergeant Promotional Testing

Clerk C. Homan explained the current list is valid until August 29, 2023 and two names still remain on the list. The recommendation is to extend the list for a second year, in case the Police Lieutenant Promotional test results in a vacancy in the position of Sergeant.

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Motion: N. Walker made a motion to extend the current Police Sergeant Promotional List for a second year. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

There being no other business, the meeting adjourned at 5:45pm.

MINUTES APPROVED:



S. Korhn, Chairman



C. Homan, Commission Clerk

THE ABOVE MINUTES REPRESENT OUR UNDERSTANDING OF THAT WHICH SHOULD BE RECORDED. IF CHANGES SHOULD BE MADE, PLEASE FORWARD PROMPTLY SO AN ACCURATE RECORD CAN BE MAINTAINED FOR THE BENEFIT OF ALL.