



City of Gahanna

Meeting Minutes

Civil Service Commission

200 South Hamilton Road
Gahanna, Ohio 43230

*Carrin Wester, Chair
Donato D'Alberto, Vice Chair
Kylie Cooper Cyrus
Sheila Vitale
Brian Wright*

Jeremy A. VanMeter, Clerk of Council

Thursday, January 30, 2025

6:00 PM

City Hall, Council Chambers

Organizational Meeting begins at 6:00 PM; Regular meeting immediately follows.

A. OATH OF OFFICE: Administered by Hon. Laurie A. Jadwin, Mayor

**Carrin Wester, Seat 4, Term ending December 31, 2027
Donato D'Alberto, Seat 5, Term ending December 31, 2027**

B. CALL TO ORDER (Organizational): Pledge of Allegiance & Roll Call

The Gahanna Civil Service Commission met for the organizational meeting on January 30, 2025. The agenda for this meeting was published on January 27, 2025. Mayor Laurie A. Jadwin called the meeting to order at 6:03 p.m. with the Pledge of Allegiance led by Donato D'Alberto.

Present 5 - Kylie Cooper Cyrus, Sheila Vitale, Brian Wright, Carrin Wester, and Donato D'Alberto

C. ELECTION OF CHAIR:

- 1. Open Nominations**
- 2. Close Nominations and Elect Chair**
- 3. Mayor Jadwin turns over meeting to Chair**

Mayor Jadwin called for nominations for Chair of the Civil Service Commission for 2025.

Mr. Wright nominated Carrin Wester as Chair. Ms. Wester accepted the nomination.

With no other nominations for Chair, Mayor Jadwin closed nominations and asked for a motion and second to elect Carrin Wester as Chair of the Civil Service Commission for 2025.

A motion was made by Vitale, seconded by Cooper Cyrus, to elect Carrin

Wester as Chair for 2026. The motion carried by the following vote:

Yes: 5 - Cooper Cyrus, Vitale, Wright, Wester and D'Alberto

D. ELECTION OF VICE CHAIR:

1. Open Nominations

2. Close Nominations and Elect Vice Chair

Chair Wester called for nominations for Vice Chair of the Civil Service Commission for 2025.

Mr. Wright nominated Donato D'Alberto as Vice Chair. Mr. D'Alberto accepted the nomination.

With no other nominations for Vice Chair, Chair Wester closed nominations and asked for a motion and second to elect Donato D'Alberto as Vice Chair of the Civil Service Commission for 2025.

A motion was made by Vitale, seconded by Cooper Cyrus, that the be Motion. The motion carried by the following vote:

Yes: 5 - Cooper Cyrus, Vitale, Wright, Wester and D'Alberto

E. ADJOURNMENT OF ORGANIZATIONAL MEETING:

Chair Wester adjourned the organizational meeting portion at 6:07 p.m.

A. CALL TO ORDER (Regular):

Chair Wester called the regular meeting of the Civil Service Commission to order at 6:07 p.m.

B. ADDITIONS OR CORRECTIONS TO THE AGENDA:

None.

C. APPROVAL OF MINUTES:

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A motion was made by Vitale, seconded by Cooper Cyrus, that the Minutes be Approved. The motion carried by the following vote:

Yes: 5 - Cooper Cyrus, Vitale, Wright, Wester and D'Alberto

D. HEARING OF VISITORS:

None.

E. NEW BUSINESS:

None.

F. OFFICIAL REPORTS:

1. Human Resources

2025-0016

2025 Report to Civil Service Commission

HR Manager Ben Nolan stated that he served as the Human Resources Manager for the City of Gahanna and that the Director of Human Resources designated him to oversee the 2025 civil service process. He stated that he joined Senior Director of Administrative Services and Director of Human Resources Miranda Vollmer, along with Deputy Chief of Police Jeff Lawless. Mr. Nolan reviewed the agenda and stated that the meeting would cover police and safety positions and non-safety civil service positions, explain the process used and outcomes, and address the 2025 civil service plan. He reviewed the civil service report provided the prior week and stated that the first page listed staffing numbers to date for civil service positions, including job title, department, and the number of covered civil service employees. He stated that pages 2, 3, and 4 provided a summary of civil service testing completed during calendar year 2024. Mr. Nolan discussed the Division of Police civil service processes and stated that the City conducted the police officer civil service process three times, with a non-City administered written exam and a City administered physical fitness exam. He stated that the City completed the lateral police officer process 11 times and administered the physical fitness exam. He stated that the City ran one police sergeant process in 2024 and that the Ohio Association of Chiefs of Police administered the assessment center, while Pradco administered the oral board and overall scoring. He stated that the City conducted seven communications technician processes in 2024 and used a non-City administered written exam.

HR Manager Nolan discussed the 2024 police officer testing plan and stated that the City reviewed recruiting documents. He stated that the job description required no updates in 2024. He stated that Senior Director Vollmer, Deputy Chief Lawless, and Chief Spence reviewed and completed the civil service rules. He stated that Senior Director Vollmer updated and reviewed the applicant packet, and that the Human Resources Department and Division of Police also reviewed it, with the City advertising the applicant packet on its website before and during hiring periods. He stated that Senior Director

Vollmer, Deputy Chief Lawless, Lieutenant Chad Cohagan, and Chief Spence reviewed the background standards and directed anyone seeking more information to Appendix A in the application packet. He stated that each applicant packet included the hiring timeline and that the civil service report also included it. He stated that the physical fitness standards remained unchanged and appeared in Appendix C.

HR Manager Nolan described police recruiting efforts in 2024 and stated that the marketing team created the 2024 recruitment advertisement for City social media. He stated that the City posted on various social media platforms and multiple job boards, including governmentjobs.com, Handshake, the Ohio Municipal League, HBCU Connect through Mid-Ohio Regional Planning Commission (MORPC), and the Ohio Latin Affairs Commission. He stated that the City used ohiomeansjobs.com to promote police positions. He stated that the police recruitment team attended more than 10 job fairs and career expos in 2024, including events at Columbus State Community College, Tiffin University, the University of Cincinnati Criminal Justice Fair, Gahanna Lincoln High School's Job and Career Expo, and the annual women-focused multi-jurisdictional law enforcement career fair. He stated that the City attended Ohio Transition Assistance Program seminars held at the National Guard Training Institute at DSCC for veterans transitioning to civilian life, attended YMCA job fairs, attended two additional job fairs at DSCC that recruited transitioning soldiers, and attended multiple class presentations in the criminal justice area at the Fairfield Career Center.

HR Manager Nolan explained police examinations and stated that the National Testing Network (NTN) conducted the written examinations, that candidates scheduled and completed testing through the NTN website, and that candidates needed at least 70 percent on the written exam to advance to the physical fitness test phase. He stated that the City completed physical fitness tests in April, June, and November at Gahanna Lincoln High School or Gahanna Middle School. He stated that the City provided two points of military credit to applicants' overall scores when applicable. He stated that 100 percent of the eligible list score came from passing written examination scores for those who passed the physical fitness test. He stated that the City ran a police sergeant examination process and that the Ohio Association of Chiefs of Police conducted the assessment center, while Pradco conducted the oral board and overall scoring. He stated that the City hired five officers, two sergeants, and four communications technicians. He stated that the 2025 safety hiring plan would follow a similar process to 2024 and that the City planned to hire up to six police officers and two communications technicians. He paused for questions regarding the safety civil service process and hiring.

Chair Carrin Wester asked when Pradco began administering the oral board

and overall scoring. Mr. Nolan stated that he did not know and could find out, and he stated that he administered a sergeant process for the first time. Chair Wester clarified that she referred to the 2024 year in review and asked whether that pertained only to the sergeant testing. Senior Director Vollmer stated that police sergeant testing did not occur every year and occurred only when vacancies existed, and she stated that the City had two budgeted vacancies in 2024. She stated that the City contracted with the Ohio Association of Chiefs of Police, as required in the FOP contract under Article 14, and selected Pradco to conduct the oral board component and overall scoring. Chair Wester asked whether that marked the first time the City of Gahanna used that approach, and Senior Director Vollmer stated that it did. Chair Wester asked about the hires and stated that Mr. Nolan listed two sergeant hires, five officers, and communications technicians, and she stated that the number of communications technicians was four, confirmed with Deputy Chief Lawless. She asked how many of the officers were laterals. Senior Director Vollmer stated that the sergeants received promotions from within. Mr. Nolan stated that he could not answer the laterals question without double checking but would verify and report back. Chair Wester stated that she knew at least two were laterals and asked because recruiting posed a major issue. Mr. Nolan stated that four of the five were laterals. Chair Wester asked whether anyone else had questions.

Vice Chair D'Alberto asked whether Gahanna had difficulty recruiting police officers. Senior Director Vollmer stated that Deputy Chief Lawless could speak more, but she stated that the State of Ohio experienced recruiting issues for police officers. She stated that Gahanna had significant success hiring lateral officers due to pay, benefits, culture, a new facility, and a new fleet of cruisers, and she stated that Gahanna had success with lateral officers from in-state and out of state. Vice Chair D'Alberto asked what major issues Gahanna experienced, especially compared to a larger city. Senior Director Vollmer stated that the industry showed a trend of fewer applications for police officer positions. She stated that during her first year in Gahanna the City received nearly 200 to 250 applications, and she stated that applications dropped significantly after COVID and other incidents around policing. She stated that the City hoped to receive 50 applicants when it opened the application period on February 1. She stated that the process required about five to ten applicants for each vacancy, and sometimes more, to move through all stages of the process. Vice Chair D'Alberto asked whether the stringency in the vetting process in Gahanna matched surrounding cities, and Senior Director Vollmer stated that it did.

Chair Wester asked for clarification regarding planned retirements and other known changes and asked whether six officers represented the number the City planned to hire. Mr. Nolan stated that it did. Chair Wester thanked him

and asked him to continue.

HR Manager Nolan moved to non-safety positions and stated that page three listed the non-safety positions. He stated that the City ran two Parks Maintenance Worker I processes, with City administered written exams and interviews. He stated that the City ran one Parks Maintenance Worker II process, with City administered written exams and interviews. He stated that the City ran two Service and Maintenance Worker I processes, with City administered written exams and interviews. He stated that the City ran one Customer Service Specialist process, with City administered written exams and interviews. He stated that the City ran three Fleet Technician processes, administered one City exam, waived two exams, and administered interviews. Mr. Nolan stated that the City partnered with graduate students at Bowling Green State University in the Institute for Psychology and Research and Application to create and score non-safety civil service exams. He stated that students wrote and compiled the tests under the direction of their professor and that Bowling Green scored the written tests. He stated that the City waived the fleet technician test twice under Civil Service Rule 4.04 because the City had three or fewer applicants, and he stated that the Human Resources Department administered the written examination one time.

HR Manager described the non-safety process and stated that the City posted jobs to governmentjobs.com and other posting websites. He stated that the Human Resources Department administered the test and offered multiple test times over multiple days, often spanning two weeks, to ensure every qualifying applicant had the opportunity to test. He stated that Bowling Green State University completed scoring and that each applicant received a unique number not associated with their name. He stated that Bowling Green received the unique number and raw test data, completed scoring, and returned the results to the City, after which the City created an eligible list. He noted that the hiring manager selected candidates from the eligible list for interviews, and the City proceeded to hiring. Mr. Nolan stated that in 2025 the City planned to continue a process similar to 2024 using current job posting and advertising areas. He shared that the City contracted with Bowling Green State University to create additional test questions. He stated that the Department of Human Resources planned to run a civil service process for all non-safety positions each year at the end of the third quarter and beginning of the fourth quarter. He stated that eligible lists remained valid for one year and allowed the City to hire at the beginning of each year for new budgeted positions and to cover unplanned vacancies for a full year. He highlighted that the table on page four showed the number of vacancies filled by position. He asked for questions regarding non-safety positions.

Chair Wester stated that she had none and asked whether anyone else had

questions. Mr. Nolan asked whether any other civil service process questions existed, and the response indicated no. Mr. Nolan stated that his portion concluded. Chair Wester thanked Mr. Nolan for the report and thanked Deputy Chief Lawless and the Human Resources staff for their work, stating that recruiting for police remained difficult and necessary and encouraging them to continue.

2. Chair

None.

G. POLL MEMBERS FOR COMMENT:

None.

H. ADJOURNMENT:

With no further business before the Commission, Chair Wester adjourned the regular meeting at 6:23 p.m.

Jeremy A. VanMeter
Clerk of Council

*APPROVED by the Civil Service Commission, this
day of 2026.*

Chair