



# City of Gahanna

## Meeting Minutes

### Civil Service Commission

200 South Hamilton Road  
Gahanna, Ohio 43230

*Beryl Piccolantonio, Chair*  
*Chad Downing, Vice Chair*  
*Debbie Stefanov*  
*Matt Winger*  
*Brian Wright*

*Krystal Gonchar, Deputy Clerk of Council*

---

Tuesday, April 2, 2019

6:30 PM

City Hall, Committee Room

---

**A. CALL TO ORDER AND ROLL CALL**

Chair Piccolantonio called the meeting to order at 6:30 p.m. All members present; Winger arrived at 6:37 p.m.

**B. ADDITIONS OR CORRECTIONS TO THE AGENDA: None.**

**C. HEARING OF VISITORS: None.**

**D. APPEAL/GRIEVANCE HEARINGS: None.**

**E. UNFINISHED BUSINESS: None.**

**F. NEW BUSINESS**

[2019-0047](#)

Civil Service Rules and Regulations.

Chair Piccolantonio stated that we reviewed Rules and Regulations last year; asked if these are additional changes. Human Resources Director, Miranda Vollmer, confirmed; explained that in Section 3.03, replaced the word "he" which was a cleanup that perhaps was missed from before; major changes are in Rules 12 and 13; those are the selection procedures for police radio dispatcher and officer; the changes mirror each other. Wright asked if Vollmer is referring to page 22. Vollmer confirmed.

Vollmer stated that when she started her position; she worked with Chief Spence and Melissa Jackson in HR to go over process used to improve the hiring process; Deputy Chief Lawless joined in December; combined experiences gave us insight for additional changes; stated that 12.02

was struck because in prior years when non-city testing was used, the city had applicants go to a facility and take the test; results were then given to the city and the city would have the person then apply; would take almost 30 days, depending on when scores were transferred; most entities open an application, would be invited to test then; previously it referred to the fact that someone was not an applicant until after testing; wanted to switch that around; for this year we still plan on using a non-city administered test; this change would expedite the process for that; the green format indicates that the section was copied/pasted and renumbered; this is easier to read for applicant and administrators; some language under .02 section talks about challenges; that language was kept in there to notify applicants that if a computer was not working for example, that would need to be addressed to the testing facility.

Piccolantonio asked about the way the process is here, in regards to these changes, does that make the person an applicant earlier on in the process; if it makes them an applicant, does that give them recourse to appeal to the Civil Service Commission. Vollmer said that's why the sentence was added to "exclude applicant from appealing"; challenges to the test would go to the non-city testing facility. Vollmer said under section b, language was added to allow HR Director to determine number of applications to advance to the oral examination; that determination would be made based on anticipated vacancies; that number of applicants who would move from entrance to oral would be posted in the job posting. Applicants would know the first 100 or top 100 would go to oral exam; part of that reason is it includes a panel of people who are rating applicants, in order to administer that and get an eligibility list together, would be nearly impossible should we receive a large amount of applicants; also made changes to who is included on that oral board due to reorganization at the Police Department; would now include communications supervisor, a sworn police supervisor, dispatcher; myself or designee would be there to administer exam to ensure scoring is done as consultant said.

Vollmer continued that in 12.04 the Conduct of Examination states the paper exam should contain name on exam, but added a number in order to score with confidentiality; in 12.09, recommend changing the list to a one year establishment; worked for Columbus for 3 years and did all of the police and dispatching hiring there; there's a sharp decline in people applying to be a dispatcher; if this were a one year list then people would have the opportunity to re-test when one comes available each year; in Columbus only 25 people passed the exam and half didn't meet the standards; need to constantly keep running the list so there's no gap;

goal is to have a list always on the ready. Downing asked why not take it down to 6 months; asked if it is a cost or timing issue. Vollmer said it's both; we would be able to run these more frequently should we need to; last change in Rule 12 is mirroring 13; the eligible list will contain no more than 25 candidates; want to have consistency; if a list had less than 12 names then additional names would be able to certify; before it was when the first list expired; can process this volume administratively.

Vollmer then reviewed changes for Rule 13; for selection procedures the changes are very similar; struck through 13.02 which was for non-city testing facility; struck out repeating information; changed to "examinations" since multiple exams are required, not just entrance exams; physical fitness test and oral exam talks about number of applicants; would state in job posting how many are moving to physical fitness test and how many move to oral exam; again, should there be an influx of applicants, we would not be able to administer all those exams; the composition of oral board includes one training officer; one officer, one supervisor; before it included the training supervisor and one of the training police officers; want to open to all officers in order to get a more diverse board; that's also a lot to take on for the training supervisor if there were many applicants to get through; also added exam number to replace name; last change is on page 34; provided for 20 names to be certified; any candidate could be placed on second list set to expire; speeds up background check process.

Piccolantonio asked Chief Spence if there's anything additional he would like to add. Spence provided some history; significant rule changes were made in August of last year; as we all know, due to our budget situation, we have not had the opportunity to run this new testing model through; with Miranda and Deputy Chief Lawless coming onboard, we have had the opportunity to go back through and get additional input in order to ensure we are accomplishing what we set out to do back in August; want to streamline the process and have a more diverse applicant pool; this condenses the time; makes us more competitive with hiring and recruiting.

**A motion was made by Downing, seconded by Stefanov, that the Civil Service Rules And Regulations be Recommended to Council for Approval. The motion carried by the following vote:**

**Yes:** 5 - Wright, Downing, Stefanov, Winger and Piccolantonio

**G. CORRESPONDENCE AND ACTIONS: None.**

**H. OFFICIAL REPORTS**

**a. Director of Human Resources**

Vollmer stated the Code Enforcement Officer list was sent out by the Clerk; would be getting ready to hire the first person off that list here in a few weeks; this is supposed to be a revenue neutral position.

**b. Chair**

No report.

**I. POLL COMMISSION FOR COMMENT**

No comments from the Commission.

**J. ADJOURNMENT**

Meeting adjourned at 6:51 p.m.