

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held February 1, 2024

Call to Order

Merit System Commission Meeting Call to Order at 11:09 AM

Mary Woeste	Chair	Present
Jim Kempe	Member	Present
Dave Rodehaver	Member	Present

Staff Members Present: City Manager Michael Davis, Police Chief Craig Richardson, Deputy Police Chief Jason Neubauer, HR Administrator Brittany Runnels, and Clerk of Council Amy Brown

Approval of Minutes

Merit System Commission Meeting Minutes - December 14, 2023

Mrs. Woeste asked if there were any changes or corrections to the December 14, 2023 MSC meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Certify and Release Police Sergeant List

Mrs. Brown distributed the Police Sergeant Exam score list.

Mr. Rodehaver stated he proctored the exam, and only one person took the exam.

Mrs. Woeste noted she didn't think they had to do the test if only one person took it.

Chief Richardson reported that in the past, they have to take it because they don't know until the deadline how many people will be taking the exam. He noted they have given the test and as long as they earn a passing score, and there is just one candidate, the MSC has chosen not to do the assessment center or interview in the promotional process.

Mrs. Woeste made a motion to certify and release the Police Sergeant list.

RESULT: Passed, *(Yes 3, No 0, Abstained 0)*
MOVER: Mary Woeste
AYES: Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None

Other Business

Chief Richardson explained he would need an Entry Level Police Officer process. He reported they are currently running a Lateral Entry process, and received six responses. He stated they reached out to all six candidates and no one submitted their application materials, and added the deadline was yesterday. He commented that he and Mrs. Brown have created an ad for what could be the next Entry Level process.

Mrs. Brown distributed the ad for Entry Level Police Officer to MSC members.

Chief Richardson commented he would want to complete the Lateral Entry process by either reaching out to the candidates to tell them they are excluded, or have them come up with a substantial reason why they missed the deadline. He noted even if everything goes perfectly, they still wouldn't have enough people to fill the open positions. He explained the background

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check usually eliminates 50-60% of the applicants, and added he didn't think all of them would be eligible to meet the standards. He noted they would still need to run an Entry Level or another process. He stated they have run a Lateral Entry ad the last two times, and added, with permission from the MSC, he would like to run an Entry Level process where OPOTA certification is not required, but bonus points are given if they do have that certification. He reported there are a lot of academies that have just started in January, and it would be a good time to try and get some of the students out of these academies and get them on board. He requested to terminate the Lateral Entry process by February 7, and then they could start taking applications for Entry Level.

Mrs. Woeste asked if they were more restrictive on the background check than other places.

Chief Richardson replied, no, and added there are just specific things that would disqualify a candidate. He noted the vast majority of police departments in this area have substantially similar requirements and expectations.

Mrs. Woeste asked if he was satisfied with the ad.

Chief Richardson responded, yes.

Mr. Rodehaver asked if they would be due to open the applications on February 7.

Chief Richardson answered, yes. He explained that Mrs. Brown would still need to get a hold of NTN to get the test set up. He noted the Entry Level NTN test is done at home, so if they open up the process for three weeks, that gives them time to compile a list from NTN in time for the next MSC meeting in March.

Mr. Kempe noted on the ad it talks about the qualifications, but it also talks about additional points. He asked if these additional points were granted only after they have passed the test.

Chief Richardson replied they have to pass the exam and then the bonus points are added. He noted the passing score has changed, so they should probably establish that.

Mrs. Brown noted it is at Merit System Commission member's discretion what the passing score is with each test, so it's whatever they decide for each test.

Chief Richardson stated they have used a passing score of 65 the last few tests.

Mr. Kempe confirmed that bonus points can't be used to pass the test.

Chief Richardson stated that was correct.

Mrs. Woeste made a motion to approve the Full-Time Entry Level Police Officer Ad and establish a passing score of 65.

RESULT: Passed, *(Yes 3, No 0, Abstained 0)*
MOVER: Mary Woeste
AYES: Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None

Chief Richardson reported at the next Council meeting, the Ordinance for the maximum age limit for police officers would have a second reading, and would go into effect in thirty days. He explained the Law Director created the legislation to establish 50 years of age as the maximum age of an initial appointment. He noted the way she read the ORC was you couldn't just have it open-ended, and added there had to be an age, so they picked 50. He stated that

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would be a good age range for additional officers, and they will see what happens.

Mrs. Woeste commented that years ago it had to be a certain age so they had enough time in the unions to get their pensions.

Chief Richardson noted that there was a maximum age that they wanted a police officer to be in the pension system and then they had to get out. He stated there are a lot of officers that don't stay in for 35 or 45 years, and they are usually out in 20 or 25 years, especially if it's their second career. He remarked he wasn't sure if the maximum age really matters because it's not the realistic expectation today.

Adjournment

Adjournment at 11:19 AM



Mary Woeste



ATTEST: Clerk of Council Amy Brown