

**THE ALLIANCE CIVIL SERVICE COMMISSION
MEETING OF THURSDAY, MARCH 9TH, 2023**

The Alliance Civil Service Commission met Second Floor Conference Room, 504 East Main Street, Alliance, Ohio, on Thursday, March 9th, 2023, at 12:15 P.M.

Members present: Joyce Lamb, John Gross, Renee Young; Secretary: Candice Martin

Others present: Chief Griffith APD, Chief Hunt AFD, Mayor Andreani, Andrew Grove, by phone: Troy Wilson, Sr. Business Development Manager with National Testing Network (NTN)

Joyce Lamb called the meeting to order at 12:15 p.m.

MINUTES:

Young moves to approve minutes from the January 12th, 2023, meeting to be approved as distributed. Gross seconds. All agree. Motion carries.

CORRESPONDENCE:

- Email from Safety Service Director: Mike Dreger. Re: PD National Testing Information. NTN Firefighter, NTN Member Price Sheet, NTN Overview 2023

- Letter from Safety Service Director: Mike Dreger. RE: Promotional Exam Chief of Police

NEW BUSINESS:

Mayor Andreani introduces Andrew Grove to everyone. Mayoral Candidate.

Email from Safety Service Director: Mike Dreger. Re: PD National Testing Information. NTN Firefighter, NTN Member Price Sheet, NTN Overview 2023

Chief Griffith addresses the commission and explains more about the National Testing Network. He explains the need for other solutions to recruiting problems. The Chief explained when he took the test in the 90s there were over 100 candidates. The test we gave a year or so ago there were 14 candidates. The test we gave in February we had 3 candidates, and one person replaced himself as an emergency hire. The list will be exhausted before the ink is dry. He further says he has done research and Ravenna, Barberton, Canton City, and Kent are all using NTN. Kent had 13 applicants using it. Salam and Massillon are interested just as we are.

Lamb asks where the people taking the test are from: all over the state?

Chief Hunt replies yes.

Lamb asks if someone else does the testing and we just get the list.

Chief replies yes.

Lamb asks how often does testing occur.

Chief Hunt explains as often as we want to, but it was recommended that we test every 6 months with a city our size. They feather old tests in with the new. There will be a continuous influx of new candidates. Hunt adds that our problem is if you aren't hiring immediately, they aren't going to be there.

Lamb asks how far away they are coming from? Are we increasing the pool because maybe they aren't willing to move to Alliance.

Chief Hunt explains the candidates have to pay to be on our list. It is \$12 for a candidate to send us their scores.

Lamb asks if we can give credits still for residency for example?

Chief Hunt replies yes. We only receive the raw score. It would still be up to the Civil Service to apply credits using whatever structure we use. We can maintain what we had that is up to our Civil Service. This would be similar to when we combined with Canton. We received the raw scores and then the points were applied.

Mayor Andreani asks if we can try it for a year. It would not take much to increase our numbers. Hunt answers yes, it is an annual subscription.

Young asks if we did well when we went in with Canton in the past.

Chief Griffith answers no not for him. The police only received 2. We did better when we gave our own test.

Chief Hunt says people are leaving now to go to other cities. We are not just hiring to keep up with retirements anymore.

Gross states that this is a crisis situation within the safety forces.

Lamb asks what is our department size?

Chief Hunt and Chief Griffith both reply their departments are under 100.

Gross asks how long they have researched this option?

Chief Hunt replies that a division chief he knows in Canton can't say enough good things about NTN. He has also spoken with candidates, and it is easy to sit in front of the computer and take the exam.

Lamb states that candidates pay for their own exam.

Chief Hunt replies yes.

Gross asks how we maintain a top ten?

Chief Hunt thinks that would be up to Civil Service. He explains each candidate has an expiration date of two years on a rolling list.

Chief Hunt mentions he has a contact for NTN: Troy Wilson

*****NTN contact Troy Wilson Sr. Business Development Manager is called on speaker phone*****

Lamb asks Mr. Wilson about the subscription fee. Do police and fire pay for that? How often do they test? When will the scores be available?

Mr. Wilson replies yes. They test whenever currently hiring or when you are building your eligibility list. As soon as the test is completed, we will be able to access their scores. Candidates have to pay to have scores sent to Alliance.

Gross asks if any background verification is done?

Mr. Wilson with NTN explains they must verify it is them. It will be live testing with a proctor or virtually with a proctor. Alliance will verify all information once we get the scores.

Gross asks if Mr. Wilson is our contact.

Mr. Wilson answers no. They will assign us someone. A client services representative. They will work with us to access the scores, work with our portal, whoever is authorized to do that. Build postings as well.

Gross asks geographically where they are located.

Mr. Wilson states they are all over: even Ohio. They will be available by phone mostly but physically is possible at their testing locations.

Young asks how often do they test?

Mr. Wilson explains they will set it up when Alliance is hiring and give candidates a certain date to complete their testing. At that point Alliance will have a list of candidates that have submitted information and completed their tests in the timeframe we determine. NTN recommends 30-60 days. Once that is finished, Alliance can accept scores for future consideration, and they can be on our eligibility list. Most departments will do a hiring process by hiring the individuals they need and then start building an eligibility list for the next time a need arises. Any candidates interested in working for the City of Alliance can transfer their scores to us.

Lamb asks if the annual fee covers this.

Mr. Wilson replies yes. Everything NTN does is included in the membership fee. The candidates pay a fee to take the test and candidates already in the system pay a fee to send their scores to Alliance.

Gross asks how they can attract candidates when others are having issues.

Mr. Wilson responds that they use social media, public meeting sites, they have 45,000 active candidates already in the system and the city of Alliance will have access to them right away. NTN has 17-18 years of building their network in 35 states. They have a retention rate of 95% because most departments see results and stay with them. The cost is \$500 for Police and \$500 for Fire annually. When candidates see Alliance they can transfer their scores to you and you will see an increase.

*****call ends*****

Lamb asks if we like their applications.
Chief Hunt says it is exhaustive.

Gross asks if there are other options besides this one?

Hunt replies yes there are others, but there are not so many represented in Ohio. He mentions when we post we will get more applicants because candidates know there is a job. It is more than just a static list.

Gross asks if they recommend we move forward.
Both Chiefs replied yes.

Mayor Andreani also recommends.

***** All Guests leave at 12:52pm *****

Discussion continues regarding NTN

Lamb adds that she can see how our pool will be larger. If one is taking the test, they can send it to multiple surrounding Northeast Ohio communities and not have to take all the localized individual tests. That was the idea of partnering with Canton/Massillon, but it didn't work. We can certify new people all the time.

Young asks how we would keep tabs when people expire off the list.

Lamb is unsure of the logistics of certifying the list etc. She recommends we contact a client service representative when the time comes to help us with that.

Gross believes we still need to advertise by law when we want to hire.
Lamb says she believes client services will be able to help us with the notices.

Lamb asks Martin to contact the service representative for the next meeting. Martin to ask if a service representative will be available by conference call to go over particulars with us about this. Martin to get with Chief Hunt to get Mr. Wilson's contact information.

Letter from Safety Service Director: Mike Dreger. RE: Promotional Exam Chief of Police

Lamb discusses promotional exam needed for the Chief of Police due to the Chief's retirement announcement. Retiring Sept. 22nd. Martin to get dates from Clancy. Test and assessment dates should be mid to late June for written and shortly after for oral assessment.

Lamb asks about how many captains we have. She notes if there is not enough participation the test will have to be opened down a rank.

Martin asks if the notice will have to go out in May.
Lamb replies yes.

Annual Report reviewed

Gross moves to approve annual report. Young seconds. All agree. Motion passes.

OLD BUSINESS:

Lamb moves to go into executive session for grading purposes.
APD Entrance Exam Grading

EXECUTIVE SESSION: 1:09 -1:20

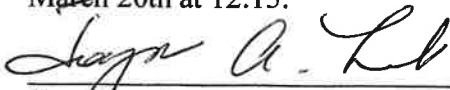
Entrance Exams APD

- APD Entrance Exam Grading and Letters

OTHER BUSINESS: Martin to set up special meeting in March after March 20th to discuss further with NTN and to certify APD list as well.

There being no further business. Lamb moves to adjourn. Young seconds. All agree. The meeting adjourned at 1:21 P.M.

The next meeting will be a special meeting held at the City Administration Building, Second Floor Conference Room, 504 East Main Street, Alliance, Ohio tentatively scheduled for after March 20th at 12:15.



Joyce Lamb, Chairperson



Candice Martin, Secretary