

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING -ROOM 303
FINDLAY, OHIO 45840
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COMMISSIONERS
Thomas P. Kemp
Charles D. Clapper
Jeffrey E. Fort
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION September 16, 2020

The Civil Service Commission met on Wednesday, September 16, 2020, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Tom Kemp, Chuck Clapper, and Jeff Fort, and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Essex, Human Resources Director.

A. Approval of Minutes:

A motion was made by Chuck Clapper to approve the minutes from the August 5, 2020 meeting. Said motion was seconded by Jeff Fort, unanimously approved, motion carried and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. A request was received from Safety Director Paul Schmelzer for certification of two names from the Firefighter Eligible List to replace Brett Schook and Paul Hartschuh who exercised their permanent waiver right. Two names were certified on August 13, 2020. Chief Eberle is planning on holding interviews in October.

New Business:

1. Appointments:
 - a. Caleb Swope, Operator, Water Pollution Control Center, effective August 24, 2020.
 - b. Joseph Marshall, Public Works Groundskeeper, Recreation Department, effective September 8, 2020.
 - c. Jeremy Hutchinson, Utility Grounds Maintenance Worker II, Water Pollution Control Center, effective September 14, 2020.

- d. Police Officers – effective date to be determined.

Joshua Scharp
Christopher Sawinski
Joshua Bortel
Mason Warnimont

C. Discussion was held on the following:

1. The Year-to-Date Budget Report was reviewed.
2. Meetings on the 2021 budget process will begin on October 1, 2020.
3. Don Essex informed the Commission that he is continuing to work on the promotional video for the City of Findlay to use when advertising entry level examinations for classified positions.
4. It was decided that Don Essex and Deidre Ramthun would meet with Department Heads to review the testing process and also have the Department Heads assess and update the examinations.
5. There was extended discussion by the Civil Service Commission and Don Essex about recruitment efforts, updating of the recruitment brochure, recruitment of minority applicants, and what the best way is to continue to demonstrate our recruitment efforts. Chuck Clapper will contact Mayor Muryn to schedule a meeting for additional discussion about recruitment of minority applicants. Further discussion will be held at future Civil Service Commission Meetings.

D. Action Items:

1. A motion was made by Jeff Fort to approve the payment of \$35.00 to Kan Du Group for shredding of records retention documents.

The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Wednesday, October 7, 2020, in Conference Room 1 located on the third floor of the Municipal Building.

There being no further business to come before the Commission, a motion to adjourn was made by Jeff Fort and seconded by Chuck Clapper. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

Copies to: Commission Members

Mayor Christina Muryn

Paul Schmelzer, Director of Safety, City of Findlay

Don Rasmussen, Law Director, City of Findlay

Don Essex, Human Resources Director, City of Findlay

Police Chief Robert Ring, City of Findlay

Doug Marshall, President, OPBA, City of Findlay

Fire Chief Joshua Eberle, City of Findlay

Matt Cooper, President, IAFF Local 381, City of Findlay

Troy Roth, Superintendent, Findlay City Schools

Debi Ward, Human Resources Secretary, Findlay City Schools

Dennis Doolittle, Facilities Director, Findlay City Schools

Nichole Conley, President of Custodian Union, Findlay City Schools