

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 October 7, 2020

The Civil Service Commission met on Wednesday, October 7, 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 and Chuck Clapper, Jeff Fort had a previous commitment and was unable to attend the meeting, and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Essex, Human Resources Director, and Chief of Police Robert Ring.

A. Approval of Minutes:

A motion was made by Chuck Clapper to approve the minutes from the September 16, 2020 meeting. Said motion was seconded by Tom Kemp, unanimously approved, motion carried and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business: There was no unfinished business.

New Business:

1. Deidre Ramthun met with Ginger Sampson, Deputy City Auditor, on October 5, 2020 to receive the annual assumption notes, payroll projections, review the data entry process, and discuss any specific budgeting issues or questions applicable to Civil Service for the proposed budgets for 2021 and 2022. Proposed budgets are due by 5:00 p.m. on October 22, 2020. A copy of the proposed budgets will be provided to the Civil Service Commission members.
2. Christopher Sawinski has decided not to accept the conditional offer of employment from the Findlay Police Department for an entry level police officer position. He requested to withdraw his name from the eligible list because he accepted employment with the Wood County Sheriff's Department. Chief Ring will rescind the conditional offer and would like to make a conditional offer to another candidate. The extended expiration date of the police officer test is February 3, 2021. Brief discussion was held regarding if the eligible list is still good until a candidate is sworn in. Names from the eligible list were certified prior to the expiration of the test. Chief Ring stated that a conditional offer of employment will be made to another candidate certified from that list.

3. A request was received on September 21, 2020 from Chief Eberle to schedule probationary firefighter exams for Ethan Boes and Steven Curlis. The exams will be administered on October 9, 2020 at 9:00 a.m.
4. Chuck Clapper and Deidre Ramthun met with Mayor Muryn on September 23, 2020 to discuss recruitment of minority applicants. Mayor Muryn suggested contacting Kelly Young, Human Resources Director at Findlay City Schools, about posting Notices of Examination on their social media sites and parent contact lists when advertising for competitive civil service examinations. Mayor Muryn will check with the Mayor's Alliance to see how and where other cities post their Notices of Examination and discuss other recruitment tools.
5. Don Essex and Deidre Ramthun will meet on October 8, 2020 at 9:00 a.m. to discuss diversity recruitment.
6. Resignation:
 - a. Bryce Nickols, Sewer Maintenance Worker I, Sewer Maintenance Department, Water Pollution Control Center, resigned effective September 25, 2020.

C. Discussion was held on the following:

1. The Sewer Maintenance Worker I examination expired on October 7, 2019. Don Essex discussed filling the vacant Sewer Maintenance Worker I position created by the resignation of Bryce Nickols and will ask Mayor Muryn to request that a Sewer Maintenance Worker I test be scheduled.
2. The Year-to-Date Budget Report was reviewed.
3. In order to reduce expenses, the Commission requested that Deidre Ramthun contact City Law Director Don Rasmussen regarding the minimum posting requirements of legal ads in The Courier for notices of examination.

D. Action Items: There were no action items.

The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Wednesday, November 4, 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 Chuck Clapper and seconded by Tom Kemp. 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