

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
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COMMISSIONERS
Thomas P. Kemp
Charles D. Clapper
Jeffrey E. Fort
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION November 4, 2020

The Civil Service Commission met on Wednesday, November 4, 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 Jeff Fort, Chuck Clapper was unable to attend the meeting, and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Rasmussen, City Law Director, and Don Essex, Human Resources Director.

A. Approval of Minutes:

A motion was made by Jeff Fort to approve the minutes from the October 7, 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. Ethan Boes and Steven Curlis passed the probationary firefighter examination on October 9, 2020.
2. The police lieutenant promotional examination was administered on October 29, 2020. There were eight applicants and they all passed the exam. The protest period to review their graded answer sheet is November 3, 2020 through November 9, 2020. Deadline to file a protest is 12:00 noon on November 10, 2020.

A request was received on November 2, 2020 from Safety Director Paul Schmelzer to certify names from the eligible list for police lieutenant. Names will be certified following the protest period deadline and/or the resolution of any protests filed. The Commission directed Deidre Ramthun to schedule a post-test meeting with Chief Ring to discuss the testing process, recommended improvements, and to report back at the next meeting.

3. A request was received on October 14, 2020 from Mayor Muryn to administer an examination for sewer maintenance worker I positions. Tests will be administered on December 1, 2020 at 2:00 p.m. and 6:30 p.m. in the large conference room located on the third floor of the Municipal Building. The application filing period is October 28, 2020 through November 18, 2020.

4. Don Essex informed the Commission that a request to schedule an examination for a maintenance worker I in the Water Distribution Department is pending from Mayor/Service Director Christina Muryn. Jason Phillips, Water Distribution Superintendent, informed Deidre Ramthun that a test will need to be administered after the first of the year. The job was initially posted internally but Don Essex did not receive any bids from other City employees requesting to transfer to the maintenance worker I position. Deidre will work with Jason to develop a test and start the testing process upon receipt of a formal request to administer an examination.
5. A request was received on October 30, 2020 from Safety Director Paul Schmelzer for certification of two additional names from the firefighter eligible list to fill a pending vacancy upon the resignation of Nick Arnold and another pending vacancy in April 2021. Two names were certified on October 30, 2020. Combined with the names previously certified in July and August 2020, names have been certified for a total of four positions. All names on the firefighter eligible list have been certified and that list expires on January 27, 2021. Interviews will be held on November 6, 2020.
6. Employment and Resignation:
 - a. Ryan Leroux, Police Officer, Findlay Police Department; effective appointment date is to be determined.
 - b. Nick Arnold, Firefighter, Findlay Fire Department; resignation effective on November 13, 2020.

C. Discussion was held on the following:

1. Reduction of the legal ad object code (445101) for legal ad posting in The Courier was discussed. In order to reduce legal ad publication expenses from The Courier, Don Rasmussen provided the Commission with a condensed sample notice of examination that will still meet the statutory requirements of the Ohio Revised Code of giving reasonable notice of the time, place, and general scope of every competitive examination for appointment that the director or the director's designee administers for persons in the classified service. The director or director's designee shall post notices via electronic media of every examination to be conducted for positions in the classified civil service of the state. The electronic notice shall be posted on the director's internet site on the world wide web for a minimum of one week preceding any examination involved.
2. Jeff Fort, Don Essex, and Deidre Ramthun met on October 8, 2020 to discuss diversity recruitment. Jeff Fort reported that the Commission is aware of and is working toward outreach and diversity recruitment of minorities regarding applying for various tests. Don Essex stated that he would like civil service tests reviewed by the Cultural Humility and Health Equity Coalition and the Community Diversity and Inclusion Delegation to verify there is no complicit bias on the tests. Toledo has an NAACP office and it was suggested to reach out to cities like Toledo for recruitment. No resources are available in the City of Findlay because there isn't a lot of diversity.

Discussion was held about marketing and developing a brochure featuring the City of Findlay as a community of belonging that would be available for applicants. Tom Kemp asked Don Essex to develop an action plan to consider for adoption at the December Civil Service Commission Meeting. Tom also asked Don Rasmussen to research and develop a plan to reach out to minorities. Don Essex and Don Rasmussen will work together to develop an action plan and recommendation for discussion at the next Civil Service Commission Meeting.

3. Proposed budgets for 2021 and 2022 were discussed. Council Budget Hearing Meetings will be held on December 9, 2020 and December 10, 2020.
4. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Jeff Fort to approve the payment of \$300 to Central Behavioral Healthcare for the pre-employment psychological evaluation for Police Officer Joshua Scharp. Said motion was seconded by Tom Kemp, and the motion was approved.

- E. The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Wednesday, December 2, 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 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
Jason Phillips, Superintendent of Water Distribution Department, 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