

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING -ROOM 303
FINDLAY, OHIO 45840
Telephone(419)424-7112 • Fax (419)424-7245

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION December 2, 2020

The Civil Service Commission met on Wednesday, December 2, 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 Jeff Fort to approve the minutes from the November 4, 2020 meeting. Said motion was seconded by Chuck Clapper, unanimously approved, motion carried and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. The examination for sewer maintenance worker I was administered on December 1, 2020. There were six applications filed and all six candidates sat for the test.

The Commission requested that Deidre Ramthun and Dave Beach, Superintendent of the Water Pollution Control Center, complete a post exam meeting and also revise the current test to include new questions.

2. The promotional examination for police lieutenant was administered on October 29, 2020. Eight names from the police lieutenant eligible list were certified to Safety Director Paul Schmelzer on November 10, 2020. Interviews will be held on December 3, 2020.

Deidre Ramthun met with Chief Ring on November 12, 2020 for post-mortem discussion with the following recommendations:

- a. There were no problems; the exam went fine.
- b. The only complaint from the applicants was that it was hard to study The Police Manager book.

New Business:

1. An appeal was filed with the Civil Service Commission by Tatum Weber, Hancock Public Health Department. Lucinda Land, Assistant Hancock County Prosecutor, determined that the Civil Service Commission does not have jurisdiction over this appeal and any appeals of disciplinary actions should be filed with the State Personnel Board of Review. Tom Kemp had a conference with Phil Riegel, Hancock County Prosecutor, and it was also determined that the Civil Service Commission does not have jurisdiction over this appeal.
2. Appointments, Retirements, and Rescinding of Conditional Offer of Employment:
 - a. Firefighters – Effective date of hire: January 25, 2021

Travis Flint
Derek Ricker
Eric Depinet
Jacob Rayle
 - b. Police Officer – Effective retirement date: January 15, 2021

Rollin (R.J.) Rhoads
 - c. Chief Ring rescinded the conditional offer of employment made to Ryan Leroux for a vacant police officer position.

C. Discussion was held on the following:

1. A utilization report for the City of Findlay was discussed. Don Essex informed the Commission that the EEO-4 report comes out every two years and is due to the Governor in September 2021. The Commission and Human Resources Department are looking at other avenues for outreach. Don is waiting on a return call from the NAACP in Toledo. It was suggested that we do recruitment through the Black Heritage Library and Multicultural Center and add them to the Civil Service Community Contact List when posting notices of examination. Don talked with Jaime De La Cruz from Marathon about reaching out to Black Universities in Ohio. Another recruitment option discussed was the Hispanic Church on Blanchard and the FAHRA Group.
2. The next meeting regarding diversity recruitment will be held at 9:00 a.m. on December 4, 2020.
3. The Year-to-Date Budget Report was reviewed.

4. The Budget Hearing with City Council will be held via a Zoom Meeting on December 9, 2020 at 5:45 p.m.
5. Deidre Ramthun will be working a rotating work schedule between the office and home in order to maintain social distance with other Engineering Department employees.

D. Action Items:

1. A motion was made by Jeff Fort to approve the payment of \$90.78 to Ogden News Publishing of Ohio (The Courier) for the legal ad for the sewer maintenance worker I examination. Said motion was seconded by Chuck Clapper, and the motion was carried unanimously.
2. A motion was made by Chuck Clapper to approve the payment of \$1,157.60 to Clancy and Associates for the police lieutenant promotional examination administered on October 29, 2020. Said motion was seconded by Jeff Fort, and the motion was carried unanimously.

- E. The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Wednesday, January 6, 2021, 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 Jeff Fort. 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