

CIVIL SERVICE COMMISSION

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

COMMISSIONERS
Jeffrey E. Fort
Charles D. Clapper
Thomas P. Kemp
Amy Hayslett – Admin. Asst.

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION **April 6, 2022**

The Civil Service Commission met on Wednesday, April 6, 2022 in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Jeff Fort, Chuck Clapper, Tom Kemp; Human Resources Director Don Essex, and Amy Hayslett, Administrative Assistant to the Commission.

A. Approval of Minutes:

A motion was made by Tom Kemp to approve the minutes from the February 2, 2022 meeting. Said motion was seconded by Chuck Clapper, unanimously approved, motion carried and minutes adopted.

B. Amy Hayslett reported the following:

Unfinished Business:

1. Don Rasmussen, City Law Director, responded to an email stating his opinion, in writing, that the age limit of 38 for lateral transfers is legal.

New Business:

1. The Civil Service Commission Office moved to its new location on February 24, 2022. Discussion was had to adjust the signage accordingly to Room 304. Amy Hayslett stated that this will allow the public to easily find the office as well as direct the flow of foot traffic in the most efficient and least disruptive way possible.
2. Jacob Frank and Jacob Hollis were sworn in as Police officers for the City of Findlay on March 21, 2022.
3. A request was sent to Google to correct and edit its webpage that listed the Civil Service Office as *permanently closed*. This request was received and corrected to accurately reflect the status of the Civil Service Office.
4. Discussion was held on the Records Retention of Appeals and closed Personnel Files kept by the Civil Service Office. Currently there is no Records Retention for these two items on the Civil Service Records Retention Forms. Amy Hayslett stated that, currently, all information gathered shows that appeals need to be kept only for 10 years and personnel files only need to be kept for 7 years after termination. Commission members agreed that records should only be kept as long as necessary

and approved of Amy Hayslett adding these two items to the Records Retention Form when possible. Also discussed was the possibility of keeping these same appeals and personnel files electronically. It was again agreed, after discussion by commission, that it would be more efficient to keep as many files electronically as possible. Tom Kemp directed Amy Hayslett to contact Computer Services and make sure the office has what it needs to store these and future files electronically.

5. The Commission approved leaving Basol Janitorial Service at the end of the calendar year. Amy Hayslett stated that Basol cost \$780.00 of the taxpayers dollars per year to dust and vacuum the Civil Service Office two times per month. She further stated that they have not been doing it. She also stated that Deidre Ramthun, the past Civil Service Clerk, said that Basol has never dusted anything, and also did not appear to vacuum. Amy Hayslett is currently cleaning the office herself and sees no reason to pay someone to not clean. Commission members agreed.

C. Discussion was held on the following:

1. To make sure the Civil Service Commission is doing all it can to reduce biases in its testing process and to reach out to through as many diverse organizations as possible to alert as many people as possible when testing is going on.
2. A motion was made by Tom Kemp to adopt the Annual Report to the State. Chuck Clapper seconded the motion, and said motion carried unanimously

The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Wednesday, May 11, 2022, in the large conference room 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 Tom Kemp and seconded by Jeff Fort. Motion carried.

Respectfully submitted,

Amy Hayslett
Administrative Assistant

Copies to: Commission Members
Mayor Christina Muryn
Rob Martin, Service-Safety Director, 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