

CIVIL SERVICE COMMISSION

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COMMISSIONERS
Charles D. Clapper
John T. Urbanski
Thomas P. Kemp
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION February 7, 2018

The Civil Service Commission met on Wednesday, February 7, 2018, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Chuck Clapper, John Urbanski, and Tom Kemp; and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Rasmussen, Law Director; Don Essex, Human Resources Director; and from Findlay City Schools – Troy Roth, Assistant Superintendent.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the December 6, 2017 meeting be approved as circulated. Said motion was seconded by John Urbanski, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business: There was no unfinished business.

New Business:

1. Election of Chairman and Vice Chairman for 2018 –

Tom Kemp nominated and made a motion that Chuck Clapper be re-elected as the Chairman and John Urbanski be re-elected as Vice Chairman. Said motion was seconded by John Urbanski, and was unanimously approved. Chuck Clapper was elected as Chairman and John Urbanski was elected as Vice Chairman of the Civil Service Commission for 2018.

2. Requests were received on the following dates from Debi Ward, Findlay City Schools Human Resources Secretary, for certification of names from the Clerical List to replace Brenda Marshall at Findlay High School who transferred to a vacant Secretarial position at Donnell Middle School as a result of the resignation of Diana Moore.

a. Request received on December 20, 2017 for certification of the top ten names. Ten names were certified on December 20, 2017.

b. Request received on December 21, 2017 for certification of one additional name to replace Jennifer Staude who exercised her waiver right. One name was certified on December 21, 2017.

- c. Request received on January 3, 2018 for certification of one additional name to replace Marla Baughman who exercised her waiver right. One name was certified on January 3, 2018.
 - d. Request received on January 4, 2018 for certification of one additional name to replace Rachel Kidwell who exercised her waiver right. One name was certified on January 4, 2018.
3. Resignation/Appointment/Reclassification (Findlay City Schools) –
 - a. Diana Moore resigned from a Donnell Middle School Secretarial position effective January 15, 2018.
 - b. Lonna Bruskotter was appointed to a vacant Secretarial position at the Findlay Learning Center effective January 8, 2018.
 - c. Lynette Parsell was reclassified from Attendance Aide to a Secretarial position at Findlay High School effective January 29, 2018.
4. Resignation/Appointment/Reclassification/Promotion (City of Findlay)
 - a. Officer Curtis Hansford resigned from the Police Department effective February 10, 2018.
 - b. Elena Hartman was appointed to the Parking Enforcement Officer position effective January 22, 2018.
 - c. Maycen Ward was reclassified from seasonal to a full-time classified Groundskeeper position in the Recreation Department effective January 8, 2018.
 - d. Officer Jason Morey was promoted to a Police Sergeant position effective December 27, 2017.
5. A request was received on January 10, 2018 from Police Chief John Dunbar and Safety Director Paul Schmelzer to schedule a promotional examination for Police Captain. The promotional examination will be administered on April 5, 2018.
6. A request was received on January 16, 2018 from Chief John Dunbar to schedule a Police probationary examination for Kaitlin Nicely. Officer Nicely passed the test on January 19, 2018.
7. A request was received on January 19, 2018 from Safety Director Paul Schmelzer to schedule an entry level Police Officer examination. The written test will be administered on March 1, 2018 at 6:30 p.m. in the Findlay High School cafeteria and the physical agility test will be administered on March 22, 2018 at 6:00 p.m. at the Koehler Center at the University of Findlay.

C. Discussion was held on the following:

1. Troy Roth, Assistant Superintendent for Findlay City Schools, requested discussion about the Welcome Center Secretarial position because if there are no qualified internal candidates, he would like to offer the position to a candidate on the certified list that had previously interviewed for the position. This would allow Mr. Roth to hire the candidate by April 1, 2018 when the enrollment period begins. After discussion, the Commission approved Mr. Roth's request.
2. A request was received from Lieutenant Ryan Doe to be exempt from the promotional examination for Police Captain because he previously took the test for Chief of Police. City Law Director Don Rasmussen's Legal Opinion stated that the Memorandum of Understanding signed during the promotional examination for Police Chief addressed only the specific issue if a vacancy was created as a result of the promotion of the Captain to Chief of Police at that time. The MOU is null and void because the test for Chief of Police has expired. The study material for the current Captain promotional examination is not the same study material that was used for the Chief's test administered on April 21, 2017. The Commission is in agreement with the Legal Opinion of Law Director Rasmussen and has determined that Lieutenant Doe would have to sit for and pass the promotional examination for Police Captain administered on April 5, 2018 to be considered for promotion to the position of Captain.
3. The Commission inquired if a Pre-trial Meeting should be held before the Appeal Hearing for Sean Young. Don Rasmussen stated that he will be in contact this week with Attorney Greenfield and will inform the Commission if a Pre-trial Meeting needs to be scheduled.
4. Don Essex informed the Commission that the National Minority Update contacted him regarding placing an ad for the Police Officer examination. The cost is \$195 and it was decided that it is not worth advertising at this time. Lieutenant Ring sends the Notice of Examination posting to colleges and universities around the State. Don Essex and Deidre Ramthun will meet to review the contact information for the local NAACP organizations regarding advertising of the Police Officer test.
5. The 2017 Annual Report was reviewed.
6. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Tom Kemp to formally approve the study reference material list for the promotional examination for Police Captain. Said motion was seconded by John Urbanski, and was unanimously approved.

The next meeting of the Civil Service Commission will be held on Wednesday, March 28, 2018, at 11:30 a.m. in conference room 1. The meetings scheduled on March 7, 2018 and April 4, 2018 have been cancelled.

There being no further business to come before the Commission, a motion to adjourn was made by John Urbanski and seconded by Tom Kemp. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

Copies to: Commission Members

Mayor Lydia Mihalik
Paul Schmelzer, Director of Safety, City of Findlay
Brian Thomas, Director of Service/Acting Engineer, City of Findlay
Don Rasmussen, Law Director, City of Findlay
Don Essex, Human Resources Director, City of Findlay
Police Chief John Dunbar, 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
Edward Kurt, Superintendent, Findlay City Schools
Troy Roth, Assistant Superintendent, Findlay City Schools
Debi Ward, Human Resources Secretary, Findlay City Schools
Dennis McPheron, Facilities Director, Findlay City Schools
Nichole Conley, President of Custodian Union, Findlay City Schools