

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING -ROOM 303
FINDLAY, OHIO 45840
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COMMISSIONERS
Charles D. Clapper
John T. Urbanski
Thomas P. Kemp
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION May 2, 2018

The Civil Service Commission met on Wednesday, May 2, 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 – Brian Thomas, Service Director/Acting Engineer; Lisa Mansfield, Supervisor, Recreation Department; Matt Stoffel, Superintendent, Public Works; Dave Honse, Supervisor, Public Works; Don Essex, Human Resources Director; and Don Rasmussen, Law Director.

A. Approval of Minutes:

A motion was made by John Urbanski that the minutes from the March 28, 2018 meeting be approved as circulated. 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.

1. Final ranking test score letters from the Police Officer examination were mailed on March 30, 2018. Six applicants did not pass the physical agility test. Request received from Safety Director Paul Schmelzer for certification of names. Twelve names were certified on April 2, 2018. Interviews for three Police Officer positions are ongoing.
2. The examination for Graduate Engineer was administered on April 17, 2018. Interviews were held and a candidate from the eligible list was appointed.
3. A rough draft of the examination for the Traffic Signal Electrician Assistant II position has been received from Tom Demuth. The test will be scheduled as soon as possible in June.

New Business:

1. Resignation/Retirement: (City of Findlay)
 - a. Resignation of Nathan Forsthoefel, Firefighter, effective April 12, 2018.
 - b. Retirement of David Ohl, Records Administrator, Engineering Department, effective July 20, 2018.

2. Payment of \$25,930.11 was received on April 20, 2018 from Findlay City Schools for their portion of 2017 Civil Service expenses.

C. Discussion was held on the following:

1. The promotional examination for Police Captain will be scheduled after reviewing the examination and talking with Clancy and Associates.
2. A motion was made by Tom Kemp to approve the State Personnel Board of Review Report of Activities for Calendar Year 2017. Said motion was seconded by John Urbanski and was unanimously approved.
3. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Tom Kemp to approve the payment of \$1,127.60 to Clancy and Associates for the promotional examination for Police Captain. Said motion was seconded by John Urbanski and was passed unanimously.
2. A motion was made by John Urbanski to approve the payment of \$650.81 to Findlay Publishing Company for the legal ad for the Graduate Engineer examination. Said motion was seconded by Tom Kemp and was passed unanimously.
3. A motion was made by Tom Kemp to approve the payment of the renewal of the notary license for Deidre Ramthun as follows: \$25.00 to Hancock County Clerk of Courts for notary license and filing fees and \$15 to the Notary Commission Clerk. Said motion was seconded by John Urbanski and was passed unanimously.

The next meeting of the Civil Service Commission will be held on Wednesday, June 6, 2018, at 11:30 a.m. in conference room 1.

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