

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING - ROOM 303
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COMMISSIONERS
Charles D. Clapper
Thomas P. Kemp
Barbara D. Larick
Deidre Ramthun – Clerk/Secretary

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

June 11, 2014

The Civil Service Commission met on Wednesday, June 11, 2014, 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, Tom Kemp, and Barb Larick; Deidre Ramthun, Clerk/Secretary to the Commission; Mayor Lydia Mihalik; Police Chief Greg Horne; Don Rasmussen, Law Director; Don Essex, Director of Human Resources and Performance Excellence; Andrew Thomas, Income Tax Administrator; Justin Weddington, Supervisor of Computer Services; and Dave Moore, Findlay Resident.

- A. A motion was made by Barb Larick that the minutes from the May 7, 2014 meeting be approved as written. Said motion was seconded by Tom Kemp, unanimously approved, motion carried and minutes adopted.
- B. Deidre Ramthun reported the following:
1. A request was received from Paul Schmelzer on May 20, 2014 for certification of the top three names on the Fire Captain eligible list. Three names were certified on May 22, 2014 following the protest period deadline. Interviews were held on May 30, 2014. Matt Cooper was promoted to the vacant Captain position effective June 9, 2014.
 2. A request was received from Paul Schmelzer on May 22, 2014 for certification of all names remaining on the Police Officer list for three existing vacancies. Thirty names were certified on May 22, 2014. Interviews were held on June 3, 4, and 5, 2014. Chief Horne stated that due to the recent resignation of Jordan Breece, the following candidates were hired for four vacant Police Officer positions with the effective date to be determined: Noah Burkholder, Andrew Stapley, Christopher Brickner, and Donald Stocum.
 3. A request was received from Julie Baker on June 3, 2014 for certification of names from the Clerical list for one vacancy at Donnell Middle School. Per the request, twenty-three names were certified on June 5, 2014.
 4. Findlay City Schools appointed Carol Ouwenga to a secretarial position at Wilson Vance School effective June 2, 2014.
 5. Findlay City Schools appointed Susan Stoffel to a secretarial position at the Welcome Center/Student Services effective June 2, 2014.
 6. Tom Kemp made a motion to remove John Biggs from the Police Officer list due to the overage requirement per Ohio Revised Code 124.41. Said motion was seconded by Barb Larick and was unanimously approved. His date of birth is May 12, 1979.

7. Russell Boes was transferred from an appointed supervisor position at the Water Treatment Plant to a classified Wastewater Operator position at Water Pollution Control.
8. Randy Zacharias was hired for a classified Utility Maintenance Mechanic II position at the Water Treatment Plant effective May 25, 2014.
9. Seth Cole was promoted to a classified Lab Tech I position at Water Pollution Control effective May 27, 2014.

C. Discussion was held on the following:

1. Income Tax Administrator Agent I & II Position Description Form. Discussion was held regarding testing of this position. Andrew Thomas stated that there is potentially a vacancy. The Position Description form will be revised. Don Rasmussen stated that the City Ordinance says that each Department Head is allowed one appointment. Previously, positions in the City Income Tax Department have not been tested. Don will provide a Position Statement regarding this position after attending the State Personnel Board of Review Academy on June 13, 2014.
2. Computer Network Specialist I Position. Discussion was conducted regarding the non-competitive appointment of Brent Schroeder. Don Rasmussen commented that each Department Head is allowed one appointment, and Justin Weddington stated that he would like to appoint Brent to this position. Further discussion will be held following the SPBR Academy.
3. Police Sergeant Promotional Examination. Sixteen candidates filed Letters of Intent and all sixteen candidates were present for the test.

The protest period deadline to inspect the test questions and master answer sheet was June 10, 2014. The protest period to examine the graded exams and master score sheet is June 17 through June 24, 2014. Deadline to submit a protest for grading of the Sergeant promotional exam is June 25, 2014 at 4:30 p.m.

Discussion was held regarding the protests filed on Questions 56, 59, and 111 of the Sergeant promotional examination.

Daniel T. Clancy & Associates made the following recommendations regarding the protests filed:

- Question 56 – protest should be denied,
- Question 59 – protest should be granted and the question should be deleted from the examination, and
- Question 111 – protest should be denied.

A motion was made by Tom Kemp to eliminate Questions 59 and 111 because they're vague and ambiguous. Said motion was seconded by Barb Larick and was unanimously approved. A motion was made by Barb Larick to accept the premise of Question 56. Said motion was seconded by Tom Kemp and was unanimously approved.

4. Don Essex had previously requested discussion regarding the Discipline Policy. If classified employees are suspended more than three days, the Administration needs to inform the Civil Service Commission and complete the Appendix A form.
5. A motion was made by Tom Kemp that Chuck Clapper attend the SPBR Academy on June 13, 2014 regarding administering Ohio's Civil Service Laws in place of Paul Schmelzer who registered but is unable to attend. Said motion was seconded by Barb Larick and was approved unanimously.
6. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Barb Larick to approve the payment of an invoice received on May 12, 2014 from the Ohio Fire Chief's Association for \$1,820 for the Fire Captain promotional examination. Said motion was seconded by Tom Kemp and unanimously approved.
 2. A motion was made by Barb Larick to approve a budget transfer of \$350 from Professional Services (441100) to New Physicals/Random Testing (441104) for pre-employment psychological evaluation and physical expenses for four new hire Police Officers. Said motion was seconded by Tom Kemp and unanimously approved.
- E. The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, July 16, 2014, 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 Barb Larick and seconded by Tom Kemp. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk/Secretary

Copies to: Commission Members

Mayor Lydia Mihalik
Paul Schmelzer, Service-Safety Director, City of Findlay
Don Rasmussen, Law Director, City of Findlay
Don Essex, Director of Human Resources and Performance Excellence, City of Findlay
Police Chief Greg Horne, City of Findlay
Darin Lawrence, President, OPBA, City of Findlay
Fire Chief Thomas Lonyo, City of Findlay
Matt Cooper, President, IAFF Local 381, City of Findlay
Andrew Thomas, Income Tax Administrator, City of Findlay
Justin Weddington, Computer Services Supervisor, City of Findlay
Craig Kupferberg, Assistant Superintendent, Findlay City Schools
Julie Baker, Human Resources Coordinator, Findlay City Schools
Dennis McPheron, Facilities Director, Findlay City Schools
Gary Brondes, President of Custodian Union, Findlay City Schools