

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING - ROOM 303
FINDLAY, OHIO 45840
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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 July 16, 2014

The Civil Service Commission met on Wednesday, July 16, 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; Don Rasmussen, Law Director; Don Essex, Director of Human Resources and Performance Excellence; Police Captain Sean Young; 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 June 11, 2014 regular meeting and June 30, 2014 special 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 letter was received from Paul Schmelzer on July 9, 2014 rescinding the conditional offer of employment to Donald Stocum.
 2. A request was received from Don Essex for information regarding the Police Officer Physical Agility test so he and Chief Horne can develop the components, requirements, and scoring for the next entry level Police Officer test. Physical Agility test requirements, sample score sheets, and test keys were provided to Don Essex and Chief Horne. Don Rasmussen will contact Findlay City Schools to inquire how the online interview process works for clerical and custodian testing and if there is a similar component that can be used for the interview portion of the entry level Police Officer test.
- C. Discussion was held on the following:
1. Income Tax Administrator Agent I & II and Computer Network Specialist I positions – Don Rasmussen informed the Commission that the Income Tax Administrator Agent I & II positions are fiduciary positions, and there are cases which state that fiduciary positions are exempt from classified status. It is the recommendation of Administrative Law Judge Chris Young that the status of the Income Tax Administrator Agent I and II and Computer Network Specialist I positions should be unclassified. A motion was made by Barb Larick that the Income Tax Agent and Network Specialist positions be appointed positions. Said motion was seconded by Tom Kemp and was passed unanimously.

2. Per information received at the State Personnel Board of Review Training Academy, the date an appointing authority appoints an employee to an unclassified position in the City, the appointing authority shall provide the employee with written information describing the nature of employment in the unclassified civil service. Don Rasmussen, Don Essex, and Deidre Ramthun will prepare the unclassified waiver document.
3. Sergeant Promotional Test – Protests were filed challenging three questions on the Sergeant promotional examination and two of those questions were sustained. The deadline to protest the grading of the examination was June 30, 2014 at 12:00 noon. Deadline issues were discussed.
4. A request was received from Paul Schmelzer on June 27, 2014 for certification of names from the Police Sergeant list for one existing vacancy. The top nine names were certified following the protest period deadline. Captain Young informed the Commission that the Police Department is not able to utilize the Sergeant position at this time because of the reduced manpower in the Department. Recently a couple of new hires didn't pass the background check and there have been a couple of resignations. The Police Department would like to submit a request to the Commission for a 90 day extension for the appointment to the position of Police Sergeant. A motion was made by Barb Larick to approve the request of a 90 day extension for appointing a Sergeant for cause. Said motion was seconded by Tom Kemp and was unanimously approved.

Captain Young asked the Commission to allow the appointment of two alternate candidates from the current Police Officer list to maintain consistency in the hiring process. A motion was made by Tom Kemp to allow the Police Department to hire, off the current list, the two alternate candidates they've requested. Said motion was seconded by Barb Larick and was unanimously approved.

5. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Tom Kemp to remove Clifford W. Brenneman 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. The date of birth listed on his employment application is June 20, 1979.
2. Don Rasmussen suggested that the Commission pay Clemans Nelson for the revision of the Civil Service Rules and Regulations upon receipt of the invoice. A motion was made by Barb Larick to approve payment of up to \$1,800.00 for the revision of the rules and regulations. Said motion was seconded by Tom Kemp and was unanimously approved. Deidre Ramthun was directed to contact Clemans Nelson to request that they provide the drafted word document in order to finalize the rules and regulations. Don Rasmussen and Deidre Ramthun will work together to complete the revision.

3. A motion was made by Barb Larick to approve the payment of \$1,262.00 to Daniel T. Clancy & Associates for the Police Sergeant promotional examination administered on June 3, 2014. Said motion was seconded by Tom Kemp and was unanimously approved.
- E. The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, September 3, 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 McPherson, Facilities Director, Findlay City Schools
Gary Brondes, President of Custodian Union, Findlay City Schools