

# CIVIL SERVICE COMMISSION

318 DORNEY PLAZA  
MUNICIPAL BUILDING - ROOM 303  
FINDLAY, OHIO 45840  
Telephone (419) 424-7112 • Fax (419) 424-7245

**COMMISSIONERS**  
Charles D. Clapper  
Thomas P. Kemp  
Barbara D. Larick  
Deidre Ramthun – Clerk/Secretary

## MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION September 3, 2014

The Civil Service Commission met on Wednesday, September 3, 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 Essex, Director of Human Resources and Performance Excellence; Don Rasmussen, Law Director; and Dave Moore, Findlay Resident.

- A. A motion was made by Barb Larick that the minutes from the July 16, 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 Julie Baker, Findlay City Schools, for certification of nine names from the Custodian list. Names were certified on July 28, 2014. Interviews are pending. The current custodian test expired on August 9, 2014. The Commission directed Deidre Ramthun to contact Julie Baker to inquire if Findlay City Schools would like to schedule a custodian test.
  2. Findlay City Schools appointed the following secretaries to vacant positions:
    - a. Kellie Bibler – Millstream effective June 2, 2014
    - b. Julie Merrin – Findlay High School effective July 21, 2014
    - c. Christina Zacharias – Donnell Middle School effective July 21, 2014
  3. A request dated July 16, 2014 was received from Chief Horne for a 90-day extension for the appointment to the position of Sergeant. The Police Department currently does not have the Police Officer complement to support a promotion to Sergeant.
  4. Fire Captain Ralph Brown will retire effective September 5, 2014.
  5. Noah Burkholder was appointed to a vacant Police Officer position effective August 18, 2014.
  6. A Swearing-In Ceremony is scheduled for September 8, 2014 for the following Police Officers:
    - a. Christopher Brickner
    - b. Nicholas Huber
    - c. Charles King

7. The Mayor's Office received employment applications for a vacant Waterline Maintenance Worker I position in the Water Distribution Department. The deadline to file an application was August 29, 2014. Don Essex informed the Commission that interviews are in the process of being scheduled.

C. Discussion was held on the following:

1. Don Rasmussen and Deidre Ramthun continue to work on the revision of the Civil Service Rules and Regulations.
2. The Year-to-Date Budget Report was reviewed.
3. Don Essex presented the Commission with the Unclassified Waiver Document which the appointing authority with present to an employee when they are appointed to an unclassified position (per O.R.C. 124.12). The Commission suggested that the date of creation and/or revision and a distribution list be added to the bottom of the form.
4. Don Essex informed the Commission that he received a resignation letter from a Police Officer effective September 8, 2014. A copy of the resignation letter will be forwarded to the Civil Service Office.

D. Action Items:

1. Approval of payment of the following invoices for \$200 each from Workplace Resources for pre-employment psychological evaluations for four new hire Police Officers:
  - a. Noah Burkholder
  - b. Nicholas Huber
  - c. Charles King
  - d. Christopher Brickner

A motion was made by Barb Larick for approval of payment of the invoices to Workplace Resources. 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, October 1, 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

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