

CIVIL SERVICE COMMISSION

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION June 10, 2015

The Civil Service Commission met on Wednesday, June 10, 2015, in conference room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Tom Kemp, Barb Larick, and Chuck Clapper; Deidre Ramthun, Clerk/Secretary to the Commission; Matt Traver, Findlay Fire Department Battalion Chief; Edward Kurt, Superintendent, Findlay City Schools; Julie Baker, Human Resources Director, Findlay City Schools; Gary Brondes, President Local 175 AFSCME, AFL-CIO Findlay City Schools.

- A. A motion was made by Barb Larick that the minutes from the May 6, 2015 meeting be adopted as circulated. Said motion was seconded by Chuck Clapper, unanimously approved, motion carried, and minutes adopted.

Deidre Ramthun reported the following:

1. A request was received from Service-Safety Director Paul Schmelzer for certification of ten names from the Dispatch list for one vacancy created by the resignation of Dispatcher Jennifer Myers. Ten names were certified on May 1, 2015. Cody Alexander was appointed and his hire date will be determined later pending the outcome of the background investigation.

Police Chief Greg Horne submitted a letter on June 8, 2015 requesting the extension of the Dispatch list for one year. A motion was made by Barb Larick to adopt and honor the Chief's request to extend the Dispatch list for one year. Said motion was seconded by Chuck Clapper and the motion was unanimously approved.

2. Eric Lehman and Cory Glick were appointed to vacant Police Officer positions effective June 8, 2015. The conditional offer to Kayla Mehki was rescinded.

Police Chief Greg Horne submitted a letter on June 8, 2015 requesting the extension of the Police Officer list for one year. A motion was made by Chuck Clapper to grant the extension of the Police Officer list for one year. Said motion was seconded by Barb Larick and the motion was unanimously approved.

3. Officer Andrew Welch was promoted effective May 26, 2015 to a vacant Sergeant position in the Police Department created by the promotion of Ryan Doe to Lieutenant.
4. A request was received from Chief Horne on May 14, 2015 to schedule a Probationary Police Officer test for Officer Ryan Hackworth. Officer Hackworth passed the test administered on May 15, 2015.

5. The protest period for candidates to review their graded Fire Chief promotional examination is June 5, 2015 through June 11, 2015. The deadline to file a protest is 4:30 p.m. on June 12, 2015. The top three names will be certified following the protest period deadline or the resolution of any protests filed. Interviews are scheduled for June 16, 2015. There will be no assessment center administered per an agreement between the Union for the Fire Department and City Administration.
6. Don Essex, Director of Human Resources and Performance Excellence for the City of Findlay, had previously provided the Commission with a copy of the Position Description form for the Fleet Maintenance Manager position. The Commission suggested adding the required certification under the Education or Experience section on the form. A motion was made by Barb Larick that the Fleet Maintenance Manager Position Description form be accepted after adding the certification, and that this is a classified, non-tested position. Said motion was seconded by Chuck Clapper and was passed unanimously.

The Human Resources Department posted a job opening for a Utility Grounds Maintenance Worker II position in the Water Pollution Control Department.

7. Thirty-seven (37) applications were filed for the Clerical test. There were six (6) no shows, one applicant was hired by Findlay City Schools from the previous list, and thirty-one (31) applicants completed the written test. The computer/keyboarding test will be administered at 6:30 p.m. on June 25, 2015.
8. Reclassification of Brenda Marshall from Attendance Aide to Secretary in Training, Findlay City Schools, effective June 1, 2015; from Secretary in Training to 214 Secretary effective July 30, 2015.

B. Discussion was held on the following:

1. Superintendent Edward Kurt informed the Commission that Findlay City Schools is excited about the collaboration with the City of Findlay.
2. A change in policy was made recently at the State level regarding reporting felony convictions on Employment Applications. A motion was made by Barb Larick that any reference on Employment Applications or questions regarding a felony be deleted. Said motion was seconded by Chuck Clapper. Superintendent Kurt said that he was concerned about removing the reporting of felony convictions on Employment Applications. After discussion, the motion was unanimously approved.
3. Custodian Test – Superintendent Kurt informed the Commission that Findlay City Schools currently has two Custodian openings and is frustrated with the low number of applicants. He has already met with Mayor Mihalik and a lawyer about other options. He doesn't want to work against the Civil Service Commission and would like to work with the Commission, but wants good candidates. Julie Baker stated that she would like to administer the Custodian test to the current applicants and at least fill one position.
4. Status of the revision of the Civil Service Rules and Regulations – A legal ad will be placed in The Courier and the proposed revised Rules and Regulations will be posted for thirty (30) days prior to the meeting for formal adoption.

5. Discussion about increasing public awareness of Civil Service positions to attract more job applicants. The Civil Service Commission needs to do other means to advertise for Civil Service tests. Suggestions were to post Notice of Examinations at the local library, grocery stores, University of Findlay, Owens Community College, City and School social media sites, Job and Family Services and the Hancock County Human Resources Department. The Commission needs to adjust their advertising because of changes with the media. Due to the cost of the publication, Deidre Ramthun was directed to ask Don Rasmussen if the Commission is required to advertise the Notice of Examination in the legal notice section of the local newspaper.
- 6 The Year-to Date Budget Report was reviewed.

C. Action Items:

1. A motion was made by Barb Larick to approve the payment of \$200 each to Workplace Resources for pre-employment psychological evaluations for two new hire Police Officers Eric Lehman and Cory Glick, and approval of the \$200 invoice to Workplace Resources for Kayla Mehki. Her conditional offer of employment was rescinded. Said motion was seconded by Chuck Clapper and the motion was approved unanimously.

The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, August 5, 2015, 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 Chuck Clapper and seconded by Barb Larick. 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
Battalion Chief Matthew Traver, City of Findlay
Matt Cooper, President, IAFF Local 381, City of Findlay
Edward Kurt, Superintendent, Findlay City Schools
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