

# CIVIL SERVICE COMMISSION

318 DORNEY PLAZA  
MUNICIPAL BUILDING - ROOM 303  
FINDLAY, OHIO 45840  
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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 August 5, 2015

The Civil Service Commission met on Wednesday, August 5, 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; Don Essex, Director of Human Resources and Performance Excellence, City of Findlay; Fire Chief Joshua Eberle, City of Findlay; Troy Roth, Assistant Superintendent, Findlay City Schools; Stephanie Roth, Director of Elementary Instruction, Findlay City Schools; and Julie Baker, Human Resources Director, Findlay City Schools.

- A. A motion was made by Barb Larick that the minutes from the June 10, 2015 meeting be adopted as written. Said motion was seconded by Chuck Clapper, unanimously approved, motion carried, and minutes adopted.
- B. Deidre Ramthun reported the following:
1. Cody Alexander was appointed effective June 5, 2015 to a vacant Dispatcher position created by the resignation of Jennifer Myers. The conditional offer was rescinded on June 16, 2015 as a result of information contained in his background investigation. He was removed from the eligible list on June 19, 2015.
  2. Andrew Wells was appointed to a vacant Dispatcher position effective August 17, 2015.
  3. A request was received from Service-Safety Director Paul Schmelzer on June 17, 2015 for certification of ten names from the Police Officer list for one vacancy in the Police Department. Ten names were certified on June 18, 2015.

A request was received from Chief Horne on June 25, 2015 for certification of two additional names from the Police Officer list to replace Ryan Kantner and Anthony Stanovich who exercised their permanent waiver right and certification of three names for three additional vacancies in the Police Department. A total of five additional names were certified.

A request was received from Chief Horne on July 2, 2015 for one additional name from the Police Officer list to replace Austin Michel who exercised his permanent waiver right. One name was certified on July 2, 2015.

Interviews were held on July 8, 2015 and July 9, 2015.

Jacob Atkins, Curtis Hansford, Ricardo Hernandez, and Anthony Maher were hired effective August 17, 2015 to fill four vacant Police Officer positions in the Police Department.

4. Interviews for the Fleet Manager position in the Police Department have been scheduled for August 14, 2015.
5. Officer Tracy Love will retire from the Police Department effective September 4, 2015.
6. Officer Patrick Linder resigned from the Police Department effective July 20, 2015.
7. Kayla Mehki was removed from the Police Officer list on June 19, 2015. The Police Department rescinded the conditional offer of employment on June 15, 2015.
8. The promotional examination for Fire Chief was administered on May 15, 2015 with the following results:

Letters of Intent Filed (from Captains) – 4  
No Shows – 0  
Did Not Pass – 0  
Passed – 4

The top three names were certified to Service-Safety Director Schmelzer on June 15, 2015. Interviews were held on June 16, 2015. Joshua Eberle was promoted to the vacant Fire Chief position effective July 5, 2015.

9. The Custodian test was administered on June 11, 2015 with the following results:

Applications Timely Filed – 6  
Application Rejected – 1 (Filed After the Deadline)  
No Shows – 2  
Did Not Pass – 0  
Passed – 4

A request was received from Julie Baker, Human Resources Director for Findlay City Schools, on June 18, 2015 for certification of names from the Custodial list for one vacant position. All four names on the eligible list were certified on June 18, 2015.

10. The written portion of the Clerical test was administered on June 3, 2015 and the computer/keyboarding test was administered on June 25, 2015 with the following results:

Applications Timely Filed – 37  
No Shows – 6 (Written Test), 1 (Computer/Keyboarding Test)  
Did Not Pass – 4  
Passed - 26

A request was received from Julie Baker, Human Resources Director for Findlay City Schools, on July 7, 2015 for certification of names from the Clerical list for one vacant position. Ten names were certified on July 10, 2015. Interviews were held on July 31, 2015.

11. A request was received from Service-Safety Director Schmelzer on July 21, 2015 for certification of names from the Clerical list for the vacant Records Clerk position in the Police Department due to the retirement of Anita Ewing on July 31, 2015. Ten names were certified on July 21, 2015. Interviews were held on July 30, 2015. Brenda Galvin was hired effective upon completion and passing of the background investigation and pre-employment psychological and physical evaluations.
12. Don Essex, Director of Human Resources and Performance Excellence for the City of Findlay, informed the Commission that interviews were held on August 4, 2015 and August 6, 2015 for the vacant Utility Grounds Maintenance Worker II position at Water Pollution Control. This position will be filled effective the end of August 2015 by transfer of a Plant Operator from the Water Treatment Plant.

C. Discussion was held on the following:

1. The entry level Firefighter test was discussed. It was decided that the Notice of Examination would be posted in August, the written test administered in September, and the physical agility test will be given in October 2015.
2. At the request of the Administration of Findlay City Schools, discussion was held regarding the Secretarial position at Lincoln Elementary School. They would like to place Rhonda Waldman into the vacant position because she is the current Librarian at Lincoln Elementary School, has worked for the District for ten years, has filled in for the previous Secretary during her lunches and days off, the school has a new Interim Principal, and school starts in less than two weeks. Her knowledge and expertise with students, families, procedures, and software are essential. Rhonda has passed the current Civil Service test and is number fourteen on the list. The Civil Service Commission unanimously agreed with the recommendation from Findlay City Schools of hiring Rhonda Waldman who has passed the Clerical test.
3. In an attempt to increase public awareness and attract more applicants for Civil Service positions for the City of Findlay and Findlay City School District, the Civil Service Office will post the Notices of Examination on additional agency job opening websites, bulletin boards, and City of Findlay and Findlay City School District social media sites in addition to the local newspaper and the City website.
4. The Year-to Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Chuck Clapper to approve payment of an invoice for \$1,580 from the Ohio Fire Chief's Association which was processed and forwarded to the Auditor's Office on June 24, 2015 for payment of the promotional examination for Fire Chief administered on May 15, 2015. Said motion was seconded by Barb Larick and was unanimously passed.
2. A motion was made by Chuck Clapper to approve payment of two invoices for \$200 each from Workplace Resources which was processed and forwarded to the Auditor's Office on July 23, 2015 for payment of the pre-employment psychological evaluations for new hire Dispatcher Andrew Wells and new hire Police Officer Anthony Maher. Said motion was seconded by Barb Larick and was unanimously passed.

The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, September 2, 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  
Police Chief Greg Horne, City of Findlay  
Darin Lawrence, 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  
Stephanie Roth, Director of Elementary Instruction, 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