

CIVIL SERVICE COMMISSION

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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

October 7, 2015

The Civil Service Commission met on Wednesday, October 7, 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; Don Rasmussen, Law Director, City of Findlay; and Brent Schroeder, Network Administrator, Computer Services Department, City of Findlay.

- A. A motion was made by Barb Larick that the minutes from the September 2, 2015 meeting be adopted as circulated. Said motion was seconded by Chuck Clapper, unanimously approved, motion carried, and minutes adopted.
- B. Deidre Ramthun reported the following:
1. Request received on September 1, 2015 from Chief Horne to administer a probationary Police Officer test to Nicholas Huber. Officer Huber passed the test on September 10, 2015.
 2. Ryan Parsons resigned from the Police Department effective September 1, 2015.
 3. Chris McDougal was hired effective October 12, 2015 to the Fleet Manager position in the Police Department.
 4. A letter was received from Chief Horne extending the probationary period of Police Officer Christopher Brickner for an additional six months.
 5. Firefighter test – Written test administered on September 22, 2015.

149 – Applications filed
19 – No shows
131 – Tested (1 application not timely filed. Applicant took a provisional test and was notified on September 28, 2015 that per verification with Computer Services, his application was not received electronically.)

The physical agility test is scheduled for October 24, 2015 at 8:00 a.m. A request for an alternative test date for the physical agility portion of the entry level Firefighter test was received from Drew Gallagher because he will be out of the country on October 21-27, 2015. This request was not granted.

The Commission will have the Fire Department administer the physical agility test.

6. Brendon Schwiebert was hired for the Assistant Recreation Supervisor position in the Recreation Department effective September 8, 2015. Don Essex informed the Commission that there will be a reorganization of the Recreation Department and another Assistant Recreation Supervisor position will be added. Lisa Mansfield, Administrative Assistant in the Public Works Department, will be reclassified to the Assistant Recreation Supervisor position. One of the Assistant Recreation Supervisors will be appointed to the Recreation Superintendent position after the retirement of Lu Draper which will be approximately April 2016.
7. Notice was received from Daniel T. Clancy & Associates, Inc., that they will be retiring and closing the business on March 1, 2016.

C. Discussion was held on the following:

1. The process of electronically filing of employment applications:
 - a. Confirmation to sender – Brent Schroeder will check into the cost of electronic software and meet with Deidre Ramthun regarding the electronic filing process. He informed the Commission that it's possible to develop a confirmation notification to the sender (applicant) when they file an application electronically.
 - b. Electronic signature on applications – Don Rasmussen stated that, in his opinion, electronic signatures on employment applications are acceptable. The Commission asked if B.C.I. accepts electronic signatures for background investigations.
2. Felony conviction question on employment application (requested by Don Rasmussen) – The Civil Service Commission needs some understanding if we are required to follow the State mandate. Don Rasmussen stated that it is his understanding that the Administrative Director of Personnel made a policy to remove the felony question on employment applications. Don will forward a memo with his advice to the Commission regarding "Check the Box" and whether the Commission is required to remove the question from the employment application.
3. Don Essex informed the Commission that in 2016 the Mayor's Office will be adding a part-time Clerk. This will be a classified position. The Clerk will be sharing responsibilities, and it will be a part-time position for two departments (20 hours in each department for a total of 40 hours). This was referred to Don Rasmussen for his opinion regarding whether this employee would be considered full time and eligible for benefits. He will research this before the November meeting.
4. The Year-to-Date Budget Report was reviewed.

D. Action Items:

There were no action items.

The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, November 18, 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
Fire Chief Joshua Eberle, City of Findlay
Matt Cooper, President, IAFF Local 381, City of Findlay
Brent Schroeder, Network Administrator, Computer Services, City of Findlay
Troy Roth, 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