

CIVIL SERVICE COMMISSION

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COMMISSIONERS
Thomas P. Kemp
Charles D. Clapper
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION January 6, 2016

The Civil Service Commission met on Wednesday, January 6, 2016, 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 and Chuck Clapper; Deidre Ramthun, Clerk to the Commission; Don Essex, Director of Human Resources and Performance Excellence, City of Findlay; and Don Rasmussen, Law Director, City of Findlay.

A. Approval of Minutes:

A motion was made by Chuck Clapper that the minutes from the November 18, 2015 meeting be adopted. Said motion was seconded by Tom Kemp, unanimously approved, motion carried, and minutes adopted.

Election of Chairman and Vice Chairman for 2016:

A motion was made by Chuck Clapper to nominate Tom Kemp as the Chairman. Said motion was seconded by Tom Kemp, and the motion was unanimously carried. A motion was made by Tom Kemp to nominate Chuck Clapper as Vice Chairman. Said motion was seconded by Chuck Clapper, and the motion was unanimously carried. Tom Kemp was elected as Chairman and Chuck Clapper was elected as Vice Chairman of the Civil Service Commission for 2016.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. House Bill No. 56 – Ohio Fair Hiring Act (“Ban the Box”) – Felony conviction question on the Employment Application.

The Ohio House of Representatives passed House Bill No. 56 on December 9, 2015 and is waiting Governor Kasich’s approval. The Act will become effective 90 days after the Governor’s approval.

Discussion of House Bill No. 56 was postponed until the next Civil Service Commission meeting to see what action the Governor takes regarding this Bill.

New Business:

1. The following new hire Police Officers have been appointed effective January 25, 2016 (their hire date has been revised and the swearing in ceremony will be held on February 1, 2016):
 - a. Brian Rutter
 - b. Isaac Williams
 - c. Benjamin Stoner
2. Russell Korte was appointed to an unclassified Computer Programmer/Analyst position in the Computer Services Department effective December 14, 2015. Discussion was held regarding the classification status of this position. Don Rasmussen, City Law Director, stated that this should be an unclassified position because of the confidentiality and fiduciary nature of the position. The person in this position would be the Acting Supervisor if the Supervisor is not available. He will follow up with a letter to the Commission requesting that the classification of the Computer Programmer/Analyst be an unclassified/appointed position.
3. Brandon Schweibert, resigned from the Assistant Recreation Supervisor position in the Recreation Department effective December 18, 2015. Don Essex, Director of Human Resources and Performance Excellence with the City of Findlay, stated that he is not sure if this position will be filled.

Don also confirmed that Lisa Mansfield's classification as an Assistant Recreation Supervisor in the Recreation Department should be a classified position.
4. Russell Boes resigned from a Wastewater Treatment Plant Operator position in the Water Pollution Control Department effective January 2, 2016. This job was posted on December 30, 2015.
5. A vacant Water Treatment Plant Operator position in the Water Treatment Department was posted on December 2, 2015. The Commission asked Don Essex if the Plant Operator position had been filled. Don informed the Commission that this position has not been filled and interviews are scheduled for January 6, 2016.
6. The Commission requested that Don Essex provide the Civil Service Office with copies of Job Descriptions for all classified employees. Don stated that he will provide the copies and check if the Job Descriptions can be made available on line.
7. A request was received from Julie Baker, Human Resources Coordinator for Findlay City Schools, to schedule a Custodian examination to fill two Custodial vacancies. The Custodian test will be administered on February 16, 2016 at 6:30 p.m. in the Glenwood Middle School cafetorium.

8. A request was received from Julie Baker on January 4, 2016 for certification of names from the Clerical list for one vacancy. Ten names were certified on January 4, 2016.
 9. A request was received from Service-Safety Director Paul Schmelzer on January 5, 2016 for certification of names from the Firefighter list for three vacancies. Names will be certified as soon as possible.
- C. Discussion was held on the following:
1. The Year-to-Date Budget Report was reviewed.
- D. Action Items:
1. There were no action items.

The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, February 3, 2016, 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 Tom Kemp. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

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
Doug Marshall, President, OPBA, City of Findlay
Fire Chief Joshua Eberle, City of Findlay
Matt Cooper, President, IAFF Local 381, City of Findlay
Brent Schroeder, Computer Services Supervisor, City of Findlay
Edward Kurt, Superintendent, Findlay City Schools
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