

CIVIL SERVICE COMMISSION

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

COMMISSIONERS

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

February 3, 2016

The Civil Service Commission met on Wednesday, February 3, 2016, in conference room 2 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; and Don Essex, Human Resources Director, City of Findlay.

A. Approval of Minutes:

A motion was made by Chuck Clapper that the minutes from the January 6, 2016 meeting be adopted. Said motion was seconded by Tom Kemp, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. Don Essex informed the Commission that he has talked with Brent Schroeder, Supervisor of Computer Services, about having the Computer Programmer develop an electronic employment application. Further discussion of this item was tabled until the next meeting.
2. Discussion of House Bill No. 56 – Ohio Fair Hiring Act (“Ban the Box”) was tabled pending approval by Governor Kasich.
3. A letter was received from Don Essex on January 20, 2016 requesting that the Commission show the classification of the Computer Programmer/Analyst in the Computer Services Department as an unclassified/appointed position, due to its fiduciary nature.
4. Firefighter interviews were held on January 27, 2016 with conditional offers of employment made to the following candidates:
 - a. Kevin Stozich
 - b. Timothy Fritz
 - c. Jonathon Morter

Their effective hire date will be determined upon completion of the background investigation.

A permanent waiver was received from Kurtis Baumgartner requesting removal from the Firefighter Certified List on January 14, 2016 because he has accepted another full-time position.

5. Matthew Karl was transferred from a Utility Grounds Maintenance Worker II position to a Plant Operator Class I position in the Wastewater Treatment Plant effective January 31, 2016.
6. A request was received on January 14, 2016 from Julie Baker, Human Resources Coordinator for Findlay City Schools, for certification of three additional names on the Clerical List to replace Jeanna Jones who did not respond to Findlay City School's attempts to contact her, and Nana Flick and Brenda Galvin who exercised their waiver right because they found other employment. Three names were certified on January 14, 2016.

A request was received on January 22, 2016 from Julie Baker for certification of one additional name from the Clerical List to replace Shayna Wirt who did not respond to the request to complete the on-line interview process. One name was certified on January 22, 2016.

New Business:

1. The 2015 Annual Report was submitted to the Mayor's Office on January 29, 2016.
2. Contract between the Findlay Police Department and Workplace Resources for payment of pre-employment psychological evaluations. Two invoices processed for payment for \$200 each to Workplace Resources for pre-employment psychological evaluations for new hire Police Officers Isaac Williams and Benjamin Stoner were deleted from the MUNIS system pending approval of the contract between the Police Department and Workplace Resources. The Commission will discuss this item at the next meeting and asked Don Rasmussen, City Law Director, to provide a copy of the contract and to weigh in and provide his opinion regarding the responsibility of payment of pre-employment psychological evaluations.

C. Discussion was held on the following:

1. Creation of a new application for Civil Service testing and posting of the notices of examination and pertinent forms on the Civil Service page of the City website. The Commission directed Deidre to research and make copies of Civil Service Applications from other municipalities for review with Don Essex and to contact Julie Baker for her input regarding a new application. This item was tabled and will be placed on the agenda for approval in March. If needed, a special meeting can be scheduled to discuss the Civil Service Application.
2. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Chuck Clapper to approve the payment of \$200 to Workplace Resources for a pre-employment psychological evaluation for new hire Police Officer Brian Rutter. Said motion was seconded by Tom Kemp, and was unanimously approved.

The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, March 2, 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, Human Resources Director, 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 McPherson, Facilities Director, Findlay City Schools
Gary Brondes, President of Custodian Union, Findlay City Schools