

CIVIL SERVICE COMMISSION

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION March 2, 2016

The Civil Service Commission met on Wednesday, March 2, 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, Human Resources Director, 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 February 3, 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 Computer Services hasn't started on the electronic employment application. He will continue to check on the progress in the development of the electronic employment application. Further discussion of this item will be held at the next meeting.
2. House Bill No. 56 – Ohio Fair Hiring Act (“Ban the Box”) – A motion was made by Chuck Clapper to remove the felony conviction question from the Employment Application. Said motion was seconded by Tom Kemp and was unanimously approved.
3. The proposed Civil Service Application was reviewed. Revisions will be made as discussed and copies will be forwarded to the Commission; Don Essex, Human Resources Director, City of Findlay; Don Rasmussen, Law Director, City of Findlay; and Julie Baker, Human Resources Coordinator, Findlay City Schools.
4. Payment of pre-employment psychological evaluations for new hire Police Officers to Workplace Resources – Don Rasmussen will check the contract between the Police Department and Workplace Resources to verify if the Civil Service Commission is responsible for payment of pre-employment psychological evaluations for new hire Police Officers.

New Business:

1. A request was received on February 9, 2016 from Service-Safety Director Paul Schmelzer to administer an examination for Construction Inspector I due to the pending retirement of Dave Jordan, Chief Construction Inspector. The examination will be administered on March 22, 2016. Discussion was held regarding a temporary appointment, but this person would still have to take and pass the Construction Inspector I test. Don Essex informed the Commission that he would prefer to have at least a minimum of five or six applicants. Deidre was directed to review the number of applications with Don Essex and Brian Thomas, City Engineer, on March 11, 2016 (after the filing period deadline).
2. A request was received from Chief Horne to schedule a probationary Police Officer examination for Officer Christopher Brickner. The test was administered on March 1, 2016 and Officer Brickner passed the examination.
3. Raymond Stelmazek was hired for the vacant Plant Operator position at the Water Treatment Plant effective February 22, 2016.
4. The examination for Custodian was administered on February 16, 2016 with the following results:

Applications filed – 20

No shows – 2

Tested – 18

Did not pass – 1

Passed – 17

A request was received on February 18, 2016 from Julie Baker, Human Resources Coordinator for Findlay City Schools, to certify names from the Custodian list for two vacancies. Eleven names were certified on February 22, 2016.

5. The Auditor's Office received payment of \$20,516.55 from Findlay City Schools on February 16, 2016 for 2015 cost reimbursement.

C. Discussion was held on the following:

1. Don Essex informed the Commission that the Public Works Department would like to modify the probationary period from six months to one year for new hires in the Public Works Department. Following discussion, a motion was made by Chuck Clapper to revise the probationary period to one year for new hire employees in the Public Works Department. Said motion was seconded by Tom Kemp and was unanimously approved.
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 \$540.68 to Findlay Publishing Company for the legal ad for the Custodian examination. Said motion was seconded by Tom Kemp and was unanimously approved.

Due to a scheduling conflict on April 6, 2016, the next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, April 20, 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 McPheron, Facilities Director, Findlay City Schools
Gary Brondes, President of Custodian Union, Findlay City Schools