

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
John T. Urbanski
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

June 1, 2016

The Civil Service Commission met on Wednesday, June 1, 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, Chuck Clapper, and John Urbanski; 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 May 18, 2016 meeting be approved as circulated. Said motion was seconded by John Urbanski, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business: There was no unfinished business.

New Business:

1. A request was received on May 18, 2016 from Service-Safety Director Paul Schmelzer for certification of names from the construction inspector list. The test was administered on May 17, 2016 with the following results:

Applications Received – 9
No Show – 1
Did Not Pass – 2
Passed – 6

Test results were mailed on May 20, 2016.

Six names were certified on May 23, 2016. Interviews will be held on June 7, 2016 and June 8, 2016.

2. A request was received on May 19, 2016 from Julie Baker, Human Resources Coordinator for Findlay City Schools, for certification of a total of five additional names from the clerical list to replace Megan Griffith who did not respond to their attempts to contact her via telephone and e-mail, Jeanna Jones who has obtained other employment, Shayna Wirt who has obtained other employment, and Kimberly Cole who is not interested in employment at the Bus Garage but is interested in the secretary position at Jacob's Elementary School. One additional name was also requested as Findlay City Schools has another clerical vacancy (total of two

vacancies – one in the Bus Garage and one at Jacobs Elementary School). Names will be certified upon clarification of the number of names needed.

3. Findlay City Schools reclassified the following personnel:
 - a. Scott Bash – from substitute custodian to custodian at large effective June 2, 2016.
 - b. Denine Cowden – from interpreter to custodian at large effective June 1, 2016.
4. Johnathon Jankowski was appointed to the vacant Waste Water Plant Operator position in the Water Pollution Control Center effective June 6, 2016.

C. Discussion was held on the following:

1. The Year-to-Date Budget Report was reviewed.
2. Don Essex stated that there is no update on the electronic filing process.
3. Don Essex will check with Computer Services regarding the progress on the creation of the new Civil Service application and the posting of notices of examinations and pertinent forms.
4. Don Essex informed the Commission that the I. U. of E. union will be decertified effective June 30, 2016.
5. The Human Resources Department will advertise for the following vacant positions in the City of Findlay:
 - a. Sewer Maintenance Worker II in the Sewer Maintenance Department, Water Pollution Control (classified position).
 - b. Enforcement Officer in the Zoning Department (unclassified position).
6. Don Essex stated that there has been a modification to the new hiring process. Once a new employee has signed the offer letter and the background investigation and pre-employment physical have been completed, the employee has the opportunity to participate in the wellness program to receive the 90/10 insurance premium.
7. Tom Kemp requested discussion regarding the scheduling of civil service examinations. He suggested that the Civil Service Commission secure the cafeteria at Findlay High School a few dates per quarter for testing. Based on the hiring needs, the Administrators for the City of Findlay and Findlay City Schools would be able to choose from the prearranged test dates when they would like the Commission to administer a test. It will be possible that more than one test will be administered on the same date and time.

D. Action Items: There were no action items.

The next meeting of the Civil Service Commission will be scheduled as needed.

There being no further business to come before the Commission, a motion to adjourn was made by Chuck Clapper and seconded by John Urbanski. 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
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