

# CIVIL SERVICE COMMISSION

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## COMMISSIONERS

Thomas P. Kemp  
Charles D. Clapper  
John T. Urbanski  
Deidre Ramthun – Clerk

## MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION September 7, 2016

The Civil Service Commission met on Wednesday, September 7, 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 June 1, 2016 meeting be approved as circulated. Said motion was seconded by Tom Kemp, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. Jeffrey Corbin was hired for the vacant construction inspector position in the Engineering Department effective July 11, 2016.
2. The following requests for certification of additional names from the clerical list were received from Julie Baker, Human Resources Coordinator, Findlay City Schools:
  - a. A request was received on May 19, 2016 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 Jacobs Elementary School. One additional name was requested because of the additional vacancy at Jacobs Elementary School (total of two vacancies). Five additional names were certified on May 19, 2016.
  - b. A request was received on May 23, 2016 for certification of additional names from the clerical list. Shannon Gorman and Karen Hill are not interested in the vacancy in the Bus Garage but are interested in the vacancy at Jacobs Elementary School. Upon verification with Julie Baker of the number of names requested, one additional name was certified on June 2, 2016.

- c. A request was received on June 6, 2016 for one additional name from the clerical list because Stephanie Getui declined the interview and requested a waiver for the clerical vacancy at the Bus Garage. One additional name was certified on June 6, 2016.
3. Findlay City Schools hired the following secretaries:
  - a. Heather Franks – Transportation Department, effective July 18, 2016.
  - b. Karen Hill – Jacobs Elementary School, effective August 1, 2016.
4. Discussion of the proposed Civil Service application. Don Essex informed the Commission that Computer Services is in the process of making the application available to submit electronically. A motion was made by John Urbanski to accept the Civil Service application as amended. Said motion was seconded by Chuck Clapper, and the motion was passed unanimously.

New Business:

1. Findlay City Schools reclassified the following personnel from Substitute Custodian to Custodian At Large:
  - a. Jaime Easthom, effective June 16, 2016.
2. Findlay City Schools hired the following personnel for Custodian At Large positions:
  - a. Emilio Hernandez, effective June 6, 2016.
  - b. Sameul Hollis, effective June 8, 2016.
  - c. Rebecca Ray, effective July 1, 2016.
3. The following police officer probationary examinations were administered at the request of Chief Horne.
  - a. Request received on June 17, 2016 to administer the probationary test to Eric Lehman. Officer Lehman passed the exam on June 22, 2016.
  - b. Request received on June 21, 2016 to administer the probationary test to Cory Glick. Officer Glick passed the exam on June 23, 2016.
  - c. Request received on August 3, 2016 to administer the probationary test to Jacob Atkins. Officer Atkins passed the exam on August 4, 2016.
  - d. Request received on August 8, 2016 to administer the probationary test to Ricardo Hernandez. Officer Hernandez passed the exam on August 10, 2016.

- e. Request received on September 2, 2016 to administer the probationary test to Curtis Hansford. Officer Hansford passed the exam on September 2, 2016.
4. A request was received on June 7, 2016 from Service-Safety Director Paul Schmelzer to schedule a promotional examination for fire captain. The test will be administered on September 21, 2016 at 1:00 p.m. at The CUBE. Nineteen firefighters filed a Letter of Intent. The eligibility was verified by Chief Eberle. Discussion was held regarding a telephone call received regarding eligibility of some of the candidates. The Civil Service Commission made a determination to proceed with the fire captain promotional test.
5. A request was received on July 8, 2016 from Service-Safety Director Paul Schmelzer to schedule an entry level police officer test. The written examination will be administered on October 6, 2016 at 6:30 p.m. in the Findlay High School cafeteria. The physical agility test will be administered on November 3, 2016 at the Koehler Center at the University of Findlay.
6. A request was received on July 28, 2016 from Julie Baker, Human Resources Coordinator for Findlay City Schools, to schedule a custodian examination. The test will be administered on October 25, 2016 at 6:30 p.m. at Glenwood Middle School cafeteria.
7. A request was received on September 6, 2016 from Julie Baker, Human Resources Coordinator for Findlay City Schools, to schedule a clerical examination. This test has not been scheduled.
8. A request was received on September 7, 2016 from Service-Safety Director Paul Schmelzer to schedule a dispatcher examination. This test has not been scheduled.
9. A request was received on September 7, 2016 from Service-Safety Director Paul Schmelzer to schedule a clerical examination. This test has not been scheduled but will be coordinated with the request received from Findlay City Schools to also schedule a clerical test.
10. Clayton Cooper, Brandon Craft, and Eli Riegle were hired for entry level firefighter positions effective August 15, 2016.
11. Johnathon N. Jankowski resigned from a Wastewater Treatment Plant Operator position at Water Pollution Control effective August 5, 2016.
12. David Gonzalez resigned from the Police Department effective August 20, 2016.
13. Tonya Miller retired from the Police Department effective September 1, 2016.

C. Discussion was held on the following:

1. The Year-to-Date Budget Report was reviewed.
2. Don Essex stated that he would like to discuss the issue of position classification modification at the next Civil Service Commission Meeting. This item will be added to the next meeting agenda.

D. Action Items: There were no action items.

The next meeting of the Civil Service Commission will be held on Wednesday, October 5, 2016, at 11:30 a.m. in Conference Room 1.

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 McPherson, Facilities Director, Findlay City Schools  
Gary Brondes, President of Custodian Union, Findlay City Schools