

CIVIL SERVICE COMMISSION

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COMMISSIONERS

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

March 1, 2017

The Civil Service Commission met on Wednesday, March 1, 2017, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Chuck Clapper, John Urbanski, and Tom Kemp; Deidre Ramthun, Clerk to the Commission; Don Rasmussen, Law Director, City of Findlay; Don Essex, Human Resources Director, City of Findlay; Elicia Mitchell, Records Administrator in the Mayor's Office, City of Findlay.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the January 25, 2017 meeting be approved as circulated. Said motion was seconded by Chuck Clapper, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business: None

New Business:

1. Mykal Imbrock was appointed to the vacant Assistant Recreation Supervisor position in the City of Findlay Recreation Department effective January 30, 2017.
2. Probationary Police Officer Anthony Maher was terminated effective February 3, 2017.
3. Police Officer Morgan Greeno resigned from the Police Department effective February 23, 2017 to accept a Probation Officer position with the Findlay Municipal Court.
4. Jan Corbin, Records Clerk II, retired from the Police Records Department effective February 24, 2017.
5. A request was received on January 24, 2017 from Service-Safety Director Paul Schmelzer for certification of names from the Police Officer list for two vacancies created by the retirement of Detective Matt Tuttle and the resignation of Officer Morgan Greeno. Eleven names were certified on January 26, 2017.

6. A request was received on January 30, 2017 from Lieutenant Robert Ring for certification of one additional name from the Police Officer list to replace Kaitlyn Weidman who exercised her temporary waiver right. One name was certified on January 30, 2017.

A request was received on January 30, 2017 from Service-Safety Director Paul Schmelzer for certification of one additional name from the Police Officer list due to the vacancy created by the termination of probationary Police Officer Anthony Maher. One name was certified on February 1, 2017.

Interviews for three Police Officers were held on February 14, 2017 and February 15, 2017.

7. A request was received on January 30, 2017 from Acting Police Chief Sean Young to administer a probationary Police Officer examination to Officer Isaac Williams. Officer Williams passed the test on February 3, 2017.
8. A request was received on February 6, 2017 from Service-Safety Director Paul Schmelzer for certification of names from the Clerical list to fill the Records Clerk vacancy created by the retirement of Jan Corbin in the Police Records Department. Ten names were certified on February 9, 2017. Interviews are scheduled for March 7, 2017 and March 8, 2017.

A request was received on February 21, 2017 from Lieutenant Robert Ring requesting one additional name from the Clerical list to replace Marla Baughman who exercised her waiver right. One name was certified on February 21, 2017.

9. A request was received on January 27, 2017 from Debi Ward, Human Resources Secretary for Findlay City Schools, for certification of one additional name from the Clerical list to replace Marla Baughman who exercised her temporary waiver right. One name was certified on January 27, 2017.

A request was received on January 30, 2017 from Debi Ward for certification of one additional name from the Clerical list to replace Jennifer Straude who exercised her temporary waiver right. One name was certified on January 30, 2017.

A request was received on January 30, 2017 from Debi Ward for certification of one additional name from the Clerical list to replace Lisa Drerup who exercised her temporary waiver right. One name was certified on January 31, 2017.

Theresa Fisher was hired for the Welcome Center Secretarial position with Findlay City Schools effective March 6, 2017.

10. A request was received on February 22, 2017 from Debi Ward to administer an examination for Custodian. The test has been scheduled for March 28, 2017 at 6:30 p.m. in the cafetorium at Glenwood Middle School.
11. Don Essex, Human Resources Director for the City of Findlay, informed the Civil Service Commission that Jodi Mathias was reclassified from an appointed position as W.O.R.C. Coordinator to a classified position as Enforcement Officer in the Zoning Department effective April 1, 2017. Tom Kemp asked if this is a position that can't be tested and stated that if you can, typically positions are tested. It was decided that Don Essex and Todd Richard, Zoning and Floodplain Administrator for the City of Findlay, will review the Zoning/Building Inspector test. Once Jodi has been placed in the Enforcement Officer position, the test will be administered within 90 days of the appointment.
12. The Annual Report of Activities is due to the State Personnel Board of Review on or before April 3, 2017.

C. Discussion was held on the following:

1. E-mail response time – The Commission decided that a reasonable timeframe for e-mail response is 48 hours.
2. Letter of Intent – Brief discussion regarding e-mailing the Preliminary Notice for promotional testing to every eligible Police Officer or Firefighter with a copy to the Union representative.
3. State Personnel Board of Review Conference 2017 – Registration deadline is March 10, 2017. A motion was made by Tom Kemp that Chuck Clapper, John Urbanski, and Deidre Ramthun attend the SPBR Conference. Said motion was seconded by John Urbanski and passed unanimously. Don Essex will be asked if he would like to attend the conference as well.
4. Payment of \$22,746.00 was received on February 13, 2017 from Findlay City Schools for their portion of the Civil Service expenses for 2016.
5. The Year-to-Date Budget Report was reviewed.
6. Tom Kemp asked if the City of Findlay has a formal promotion policy. There was further discussion on Clerk positions and ranges of pay. The Administration will look into the promotion policy.

D. Action Items: None

The next meeting of the Civil Service Commission will be held on Wednesday, April 12, 2017, 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 John Urbanski and seconded by Tom Kemp. Motion carried.

Respectfully submitted,

Deidre Ramthun

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
Acting Police Chief John Dunbar, 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
Elicia Mitchell, Records Administrator, City of Findlay
Edward Kurt, Superintendent, Findlay City Schools
Troy Roth, Assistant Superintendent, Findlay City Schools
Debi Ward, Human Resources Secretary, Findlay City Schools
Dennis McPheron, Facilities Director, Findlay City Schools
Gary Brondes, President of Custodian Union, Findlay City Schools