

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
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COMMISSIONERS
Charles D. Clapper
John T. Urbanski
Thomas P. Kemp
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

October 4, 2017

The Civil Service Commission met on Wednesday, October 4, 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 and Tom Kemp; Deidre Ramthun, Clerk to the Commission; Don Rasmussen, City Law Director; Don Essex, Human Resources Director; and Police Chief John Dunbar.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the September 13, 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: There was no unfinished business.

New Business:

1. An appeal was filed by Sean Young. An informal pre-conference meeting will be held at 10:00 a.m. on Monday, October 16, 2017, to schedule a hearing date. Sean Young and his Attorney, R. Kevin Greenfield, did not attend the Civil Service Commission meeting. A notice will be sent to Sean Young and Attorney Greenfield regarding the pre-conference meeting to discuss further proceedings in his appeal. Sean Young and Attorney Greenfield are required to attend the pre-conference meeting.
2. A motion was made by Tom Kemp to extend the Police Lieutenant and Sergeant lists for one year as requested by Chief Dunbar. Said motion was seconded by Chuck Clapper and was unanimously approved.
3. The application filing period for the examination for Parking Enforcement Officer is September 28, 2017 through October 19, 2017. The test will be administered on October 26, 2017 at 6:30 p.m. in the Findlay High School cafeteria.
4. The 2018 Budget Staff Meeting was held at 8:30 a.m. on October 4, 2017. Department budgets must be entered by 5:00 p.m. on October 27, 2017. The Budget Meetings with Council are scheduled for December 13 and 14, 2017.

5. Don Essex informed the Commission that the City Administration will be requesting a promotional examination for Police Captain. Chief Dunbar will supply a book list.

C. Discussion was held on the following:

1. The Year-to-Date Budget Report was reviewed.

D. Action Items: None

The next meeting of the Civil Service Commission will be held on Wednesday, November 8, 2017, at 11:30 a.m. in conference room 2.

There being no further business to come before the Commission, a motion to adjourn was made by Tom Kemp and seconded by Chuck Clapper. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

Copies to: Commission Members

Mayor Lydia Mihalik
Paul Schmelzer, Director of Safety, City of Findlay
Brian Thomas, Director of Service/Acting Engineer, City of Findlay
Don Rasmussen, Law Director, City of Findlay
Don Essex, Human Resources Director, City of Findlay
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
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
Nichole Conley, President of Custodian Union, Findlay City Schools