

# CIVIL SERVICE COMMISSION

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MUNICIPAL BUILDING -ROOM 303  
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**COMMISSIONERS**  
Charles D. Clapper  
John T. Urbanski  
Thomas P. Kemp  
Deidre Ramthun – Clerk

## MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION December 6, 2017

The Civil Service Commission met on Wednesday, December 6, 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; and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Rasmussen, Law Director; Don Essex, Human Resources Director; Jason Phillips, Water Treatment Plant Superintendent; and Tammy Kirkpatrick, Utility Billing Supervisor; and from Findlay City Schools – Troy Roth, Assistant Superintendent; and Debi Ward, Human Resources Secretary.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the November 8, 2017 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:

1. Initial interviews for Parking Enforcement Officer were held on November 17, 2017 with second interviews held on November 29, 2017. Elena Hartman was appointed to the position. Her effective date of hire has not been determined.
2. Interviews for Police Sergeant will be held on December 14, 2017. Five names were certified on November 1, 2017 from the Sergeant List.
3. Don Rasmussen informed the Commission that a Pre-trial Meeting was held with an Administrative Law Judge on December 4, 2017 for the appeal filed by Sean Young with the State Personnel Board of Review. Present at the Pre-trial Meeting were Don Rasmussen, Sean Young, and Attorney Kevin Greenfield. They discussed whistleblower and admitted jurisdiction of body. It was decided to go through the process with the Civil Service Commission and then with the State Personnel Board of Review who would establish a prima facie case of whistleblower. The Appeal Hearing with the Commission has been scheduled for January 22, 2018 and January 23, 2018. Discussion was held regarding briefs and videos, list of exhibits, list of witnesses, and what the City expects. Don stated that he doesn't think a settlement will be reached and will ask Sean's attorney if he is okay with the Commission reviewing the four videos prior to the Appeal Hearing.

New Business:

1. Requests were received on the following dates from Debi Ward, Human Resources Secretary, Findlay City Schools, for certification of names from the Clerical List due to a vacancy created by the resignation of Theresa Fisher, Welcome Center Secretary:
  - a. Request received on November 17, 2017 for certification of the top ten names. Ten names were certified on November 17, 2017.
  - b. Request received on November 20, 2017 for certification of one additional name to replace Marla Baughman who exercised her waiver right. One name was certified on November 20, 2017.
  - c. Request received on November 27, 2017 for certification of one additional name to replace Rachel Kidwell who exercised her waiver right. One name was certified on November 27, 2017.
  - d. Two requests were received on November 28, 2017 for certification of one additional name per request to replace Jennifer Staude and Brenda Stimmel who exercised their waiver right. Two names were certified on November 28, 2017.
  - e. Request received on November 30, 2017 for certification of one additional name to replace Joyce Rosenthal who exercised her waiver right. One name was certified on November 30, 2017.
  - f. Request received on December 1, 2017 for certification of one additional name to replace Susanna Hetrick who exercised her waiver right. One name was certified on December 1, 2017.

Interviews are pending for a secretarial position in the Learning Center.

2. Matthew Otto has been appointed to a Plant Operator position in the Water Treatment Plant effective December 11, 2017 to replace Robert Householder who is retiring effective December 20, 2017.
3. City Administration and the Police Department are reviewing a proposed EAP contract from Corporate EAP, Lima. The proposed cost of each pre-employment psychological evaluation is \$400 but the City is negotiating for a cost of \$300.

C. Discussion was held on the following:

1. The Commission reviewed the cost of Ohio Civil Service & Collective Bargaining Laws & Rules Annotated books for 2018. The cost in 2017 was \$397.00 per book. It was decided to order only one book for 2018.
2. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by John Urbanski to approve payment of a \$400 invoice from Workplace Resources for pre-employment psychological evaluations for new hire Firefighters Justin Mattox and Timothy Bouillon. Said motion was seconded by Tom Kemp and was unanimously approved.

The next meeting of the Civil Service Commission will be held on Wednesday, February 7, 2018, 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  
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