

# CIVIL SERVICE COMMISSION

318 DORNEY PLAZA  
MUNICIPAL BUILDING -ROOM 303  
FINDLAY, OHIO 45840  
Telephone(419)424-7112 • Fax (419)424-7245

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

## MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

November 7, 2018

The Civil Service Commission met on Wednesday, November 7, 2018, 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 Essex, Human Resources Director; Don Rasmussen, City Law Director; Brian Thomas, Service Director/Acting Engineer; Jim Staschiak, City Auditor; and Ginger Sampson, Deputy City Auditor; from Findlay City Schools – Troy Roth, Assistant Superintendent; and Susan Russel, School Board Member.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the September 27, 2018 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. Review of classification of Clerk positions in the Auditor's Office. Auditor Jim Staschiak informed the Commission that there are four unclassified Account Clerks in the City Auditor's Office that are aware of their at-will status. The City of Findlay is a statutory municipality, not a home rule municipality; thus the Ohio Revised Code is the controlling authority on governance, including Civil Service matters, specifically ORC Section 124.11 Unclassified service, and not the City's Salary Ordinance No. 2017-108. The ORC is the controlling authority for determining that the Account Clerk positions are unclassified. The Account Clerk positions should also be deemed unclassified service under the Section 2 (I) of Salary Ordinance No. 2017-108 which provides that the unclassified service of the civil service of the City shall include: Those employees whose job duties require, as essential qualifications over and above technical competency requirements, a high degree of trust, confidence, reliance, integrity or fidelity and who perform non-ministerial, discretionary duties in the department head's place and stead.

Don Rasmussen, City Law Director, commented that the issue goes to the performance of non-ministerial duties and the Clerks cannot answer questions without consideration of the Auditor.

After discussion, the Commission determined that the Account Clerks in the Auditor's Office shall remain in the unclassified status.

2. The Police Officer entry level written examination was administered on October 25, 2018:

31 – Applications received

1 – Application rejected (under age limit) and 1 e-mail received inquiring about the age to be eligible to sit for the test (individual is currently 20 years old)

7 – No shows

3 – Did not pass

20 – Passed

Test score letters were mailed on November 2, 2018. The physical agility portion of the test will be administered on December 6, 2018 at 6:00 p.m. at the University of Findlay Koehler Center.

#### New Business:

1. Don Essex will meet with Department Heads by mid-December to discuss creating tests for all classified positions.
2. The Civil Service Office will be responsible for posting notification of the Civil Service examinations on the new City of Findlay website.
3. A request was received on September 28, 2018 from Service Director Brian Thomas to schedule an examination for Enforcement Officer in the Zoning Department. The test will be administered on November 13, 2018 at 6:30 p.m. at Glenwood Middle School. Fourteen applications were received.
4. A request was received on October 8, 2018 from Safety Director Paul Schmelzer to schedule an examination for Police Dispatcher. The application filing period is November 20, 2018 through December 13, 2018. The CritiCall tests will be administered at various times on January 8, January 9, and January 10, 2019.
5. Service Director Brian Thomas informed the Commission that the Engineering Department is looking at adding a second Project Manager to the department in 2019.
6. Retirement: (City of Findlay)
  - a. Officer Brian Young will retire from the Police Department effective December 27, 2018.

#### C. Discussion was held on the following:

1. Discussion held regarding the appointment of Lonna Bruskotter, Findlay City Schools, 260 Secretary, Facilities, effective October 22, 2018. Assistant Superintendent Troy Roth informed the Commission that Lonna Bruskotter was originally appointed to a Clerical position in the Findlay Learning Center in January 2018 and was transferred into the position in the Facilities Department.

2. Discussion held on the posting of the provisional Secretarial position at Findlay City Schools, Lincoln Elementary School. Assistant Superintendent Troy Roth informed the Commission that the Secretary resigned and because the current Secretarial list is expired and there is no current list, the Administration feels they can be exempt from Civil Service rules. There is case law to exempt the Schools from Civil Service and they are exploring that option. Don Rasmussen stated that unless Findlay City School District is granted leave, they must follow the Civil Service laws. Further discussion was held with the Commission regarding provisional appointments and it is likely that a Clerical examination will be administered prior to six months. Concern regarding at-will classification and statutes of the Ohio Revised Code were discussed. School Board member Susan Russel asked how Findlay City Schools can be removed from Civil Service. Tom Kemp suggested contacting legislatures and their attorney to ask for their opinion. The classified positions at Findlay City Schools are under Civil Service jurisdiction, and at the request of the hiring authority (Findlay City Schools and/or City of Findlay), we will be administering a civil service examination. Susan Russel stated that due to the financial situation of Findlay City Schools, she will approach City Council to exempt Findlay City Schools from Civil Service. They do not anticipate any Secretarial or Clerical positions opening up this year.
3. Comp in hours and paid overtime for the Civil Service Commission Clerk were discussed. Service Director Brian Thomas will add \$3,500 to the 2019 budget for overtime.
4. The Commission reviewed the 2019 and 2020 proposed budgets and will present the budgets to Council on December 12 or 13, 2018.
5. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Tom Kemp to approve the following payments. Said motion was seconded by John Urbanski and was unanimously approved.
  - a. \$300 to Central Behavioral Healthcare for pre-employment psychological evaluation of new hire Firefighter Steven Curlis.
  - b. \$752.10 to N.W.O. for pre-employment physical of new hire Firefighter Steven Curlis.
  - c. \$752.10 to N.W.O. for pre-employment physical of new hire Firefighter Ethan Boes.
  - d. \$752.10 to N.W.O. for pre-employment physical of new hire Police Officer Alec Traxler.
  - e. \$752.10 to N.W.O. for pre-employment physical of new hire Police Officer Kasey Adelsperger.

- f. \$300 to Central Behavioral Healthcare for pre-employment psychological evaluation of new hire Police Officer Ryan Tittle, Jr.

The next meeting of the Civil Service Commission will be held on Wednesday, December 5, 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  
Jim Staschiak, City Auditor, City of Findlay  
Ginger Sampson, Deputy City Auditor, 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 McPherson, Facilities Director, Findlay City Schools  
Nichole Conley, President of Custodian Union, Findlay City Schools  
Susan Russel, School Board Member, Findlay City Schools