

CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

Thursday, September 22, 2016

5:15 p.m. – City-Service Building – Front Conference Room

Present: CSC Members: Chairman S. Korhn, L. Myers, N. Walker, And Clerk A. Scribner
Guests: T. Schroeder, HR Manager, M. McCann, Mayor, Crescent News Reporter Todd Helberg, D. Williams (entered at 5:40 pm)

CALL TO ORDER

The meeting was called to order at 5:18 pm in the front conference room at City Hall, 631 Perry Street by Chairman S. Korhn. Clerk Scribner reported that all Sunshine Law notices have been complied with.

1. Approval of August 18, 2016 Special Civil Service Commission Meeting Minutes.

Motion: The motion was made by L. Myers, seconded by N. Walker to approve the Civil Service Commission (CSC) special meeting minutes of August 18, 2016. All members voted aye, the motion carried.

NEW BUSINESS

New Position – City Planner & Grant Administrator: Mayor McCann stated that the City routinely works with Maumee Valley Planning Organization (MVPO) on various projects and ideas to determine funding sources and the possibility of grants. Employees of MVPO also work for four other counties including Paulding, Fulton, Williams and Henry County. At times they are unable to work on City projects or meet a grant deadline as they are working on other items. MVPO charges the City 10% of the grant value for administrative fees which is a fair price and not objectionable. Mayor McCann stated his desire to employ an individual on a full time basis so they are accessible 100% of the time. He stated this was strictly a business decision. The individual would be writing grants 60% of the time and the other time working to coordinate planning and economic development functions for the City of Defiance. A job description was shared which was created for the position from information provided by other cities that have a similar position (copy attached to the original minutes).

Motion: The motion was made by S. Korhn, seconded by N. Walker to approve the job description for the City Planner/Grant Administrator as presented. All members voted aye, the motion carried.

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T. Schroeder stated that the City would like the new position placed in the "E" classification. The individual will be non-supervisory and that classification includes other similar non-supervisory employees such as the MS4 Coordinator, Network Administrator, etc. doing comparable work.

Motion: The motion was made by L. Myers, seconded by S. Korhn that the newly created City Planner/Grand Administrator position be placed in Class "E" of the current classification schedule. All members voted aye, the motion carried.

In response to the question, it was stated that the City can go up to the 50th percentile on the salary range on the classification schedule for new hires before it requires City Council approval.

Mayor McCann stated that when he became more active as City Council president he would contact MVPO employee Niki Warncke directly with project ideas. He outlined his history of working with N. Warncke on various projects and her educational background. Mayor McCann has known her for years through the Metro Parks Board and Planning Commission and attested to her exceptional technical qualifications and expertise in grant writing. He requested that the position be placed in the non-competitive class and that Niki Warncke be appointed to the position.

Chairman Korhn read aloud and later shared Local Rule Section 60.02 for a non-competitive classification appointment. He stated that the creation of this new position is similar to when the MS4 Coordinator position was created in 2014 and he read the motion from the minutes of January 14, 2014 Civil Service Commission meeting minutes. J. Leonard noted that this indeed is a similar situation noting N. Warncke's prior administration of grants and strategic planning work for the City of Defiance. She is in effect already doing the job and attends Board of Control and Revolving Loan Fund meetings on a monthly basis.

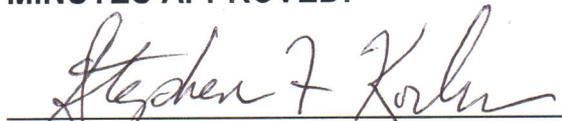
Motion: The motion was made by S. Korhn, 2nd by L. Myers and unanimously passed that Niki Warncke be appointed to the position of City Planner & Grant Administrator. Such appointment is made in reliance upon Section 60.02 of the local Civil Service Rules because of her prior work experience doing the exact job functions for the City. The position shall be placed in the non-competitive class of service and Ms. Warncke is appointed per the second paragraph of Section 60.02 in that she uniquely meets the qualifications and there is no need for a competitive exam as she is doing the same job she is already doing. The Civil Service Commission waives any additional non-competitive testing for the position (as necessary).

Review of Police Chief Applicant Qualifications: T. Schroeder shared an application received for the Police Chief position and asked that the CSC determine whether the applicant meets the qualifications. The individual worked previously at a village rather than a City. The individual's qualifications, education and positions previously held were outlined in detail with all Civil Service Commission members agreeing that the applicant met the qualifications for the position. T. Schroeder will notify the individual that he is eligible to sit for the testing process.

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There being no further business, the meeting adjourned at 5:55 pm.

MINUTES APPROVED:



S. Korhn, Chairman



Ann B. Scribner, Commission Clerk

THE ABOVE MINUTES REPRESENT OUR UNDERSTANDING OF THAT WHICH SHOULD BE RECORDED.
IF CHANGES SHOULD BE MADE, PLEASE FORWARD PROMPTLY SO THAT AN ACCURATE RECORD CAN
BE MAINTAINED FOR THE BENEFIT OF ALL.

Cc: Mayor Mike McCann, Jeff Leonard, David Williams, Tracey Schroeder, Council Members, Division Heads.