

CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

Tuesday, July 5, 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, Sgt. George Moser, Crescent News Report Todd Helberg

CALL TO ORDER

The meeting was called to order at 5:15 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.

First the Civil Service Commission held a Public Hearing as advertised in the Crescent News on June 28, 2016 as to proposed amendment to the Local Rules preliminary approved at the June 16, 2016 meeting. The Hearing was to adopt amended language to sections 60.17 to the Local Rules regarding Reinstatement (Other Than Police and Fire Departments).

New text is in **bold**, deleted text is strike through.

Section 60.17 – Reinstatement (Other than Police and Fire Departments): An Appointing Authority may, **without** the ~~with the~~ approval of the Commission, reinstate any permanent employee who resigns without fault or delinquency within one (1) year from the date of such separation to a vacancy in the same or similar position in the same department or a similar position in another department.

Reinstatement shall originate only upon departmental request and after approval by the Appointing Authority. ~~Reinstated employees may be required to pass such examination as determined by the Commission.~~

Reinstated employees shall be credited for continuous service prior to resignation for purposes of seniority credit on promotional examinations provided that reinstatement occurs within thirty-one (31) days of separation.

1. Adoption of Proposed Changes to the Local Rules:

Motion: The motion was made by S. Korhn, 2nd by N. Walker and passed to adopt the previously approved preliminary Amendments to Local Rules Section 60.17 to the Local Rules regarding Reinstatement (Other Than Police and Fire Departments). S.

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Korhn directed that the rule change be published in their entirety. Therefore the effective date of the rule amendments will be 30 days following publication.

2. Approval of June 16, 2016 Civil Service Commission Meeting Minutes. Chairman Korhn noted two corrections to the minutes as follows:

- Page 1, under New Business Item 2, first sentence of the paragraph should read: "Chairman Korhn noted that at the May 16, 2016 meeting there was discussion of a non-bargaining employee who is eligible to retire and would like to rehire at his current position." The underlined word meeting was omitted and should be included.
- Page 4, first bullet point should read: "A promotional test limited to internal candidates only would have a very limited number of "eligibles" according to the terms of the Union contract. The underlined letter s and quotation marks were missing from the minutes.

Motion: With these corrections, the motion was made by N. Walker, seconded by S. Korhn to approve the Civil Service Commission (CSC) special meeting minutes of June 16, 2016. All members voted aye, the motion carried.

NEW BUSINESS

Police Chief Retirement – Filling of Position: The City has received notification from Police Chief Tim Tobias that he will be retiring August 2, 2016. At the June 16, 2016 meeting discussion was held on experience requirements but that education requirements were not outlined. T. Schroeder stated that those requirements are outlined in the job description which states a Bachelor's degree or an equivalent combination of education, experience and training could satisfy the above qualifications. S. Korhn noted that the Civil Service Commission has the authority to set more strict qualifications if they desire.

Chairman Korhn outlined how various Local Rules in Section 50.00 pertain to this Examination and that Veterans preferences points do not apply:

- Section 50.15 on efficiency credits will not apply as these are not included by the Civil Service Commission in any test.
- Section 50.15 on Seniority Credits will not apply as the testing has been opened to individuals outside the Police Department.
- Section 50.16 for Veterans Credit does not apply as this is not an entry level position.
- Section 50.09 will be utilized with the written examination and assessment center each initially totaling 100 points. These two parts of the test will be assigned a percent weight by the Commission, to be used to compute a candidate's total score.

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- Section 40.07 allows the Civil Service Commission to designate someone to initially screen the applications received. HR Manager T. Schroeder was designated to screen the applications to ensure each applicant meets the minimum qualifications for the position. If there are any questions on eligibility; these should be brought forth to the entire Civil Service Commission. Candidates clearly ineligible should immediately be sent a letter notifying them of this decision. Anyone disqualified is given 3 days to appeal the disqualification under Local Rule 40.07.
- As this is an original appointment, S. Korhn stated that the City would be given the names of the top three scorers. Mayor McCann inquired at what point does the City begin to look at the applicant's personnel files and records? Discussion ensued with the question posed on why allow an individual to test for the position if they don't have a good work record. S. Korhn stated that the top three individuals should be investigated thoroughly. While work records of internal candidates are easily accessible; public records requests will need to be sought for external candidates. If the appointing authority thinks a candidate is disqualified for good cause the Appointing Authority shall send his documented request to disqualify to the Commission. The Commission determines if good cause exists to disqualify a candidate. If any of the top three candidates are eliminated due to information found in background checks, their name would be removed from the list by the Commission and replaced with the next ranking individual. Though highly unlikely, if all individuals on the certification list are deemed unsatisfactory, the testing process would be conducted again.
- G. Moser noted that in the past, there was an issue with an officer allowed to participate in a promotional examination. The individual placed first in the test ranking but was subsequently disqualified due to his poor work record by the Commission (at the belated request of the Appointing Authority after the testing had been completed.)
- N. Walker and Chairman Korhn emphasized that there must be good grounds to have an individual removed from consideration. The time to do that is when the in-depth background checks are conducted on the top three candidates. N. Walker noted that in the past, a team of individuals lead by Chief Tobias were sent out to conduct the background checks. He as not sure who would lead this investigation now.
- Discussion was held on weighted values for the written testing and assessment center. All agreed that the written testing will eliminate those who don't know enough about the job/law generally. It was agreed that the top twelve individuals scoring on the written test will be moved on to the assessment center. If there is a tie for the twelfth position, a thirteenth individual would be allowed to participate in the assessment center. All agreed that the minimum passing score for the written test would be 70%. Weighting of the two testing components shall be 40% for the written test and 60% towards the assessment center.

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- It was concluded that the salary range for the position will be included in the position advertisement. Publications of the position will be held in the Toledo Blade and Crescent News being the newspaper publications. T. Schroeder will also check advertising pricing in the Lima newspaper. T. Schroeder noted that the Crescent News also sends it out to Career Builder.com to promote the position as well. If the City Administration wants to also advertise in the Lima News; the Commission consents.
- Discussion turned to the testing proposals received and it was concluded that the Ohio Association of Chiefs of Police was the preferred agency.

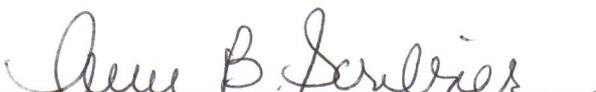
Motion: The motion was made by Steve Korhn to employ the Ohio Association of Police Chiefs to perform the testing for the Police Chief Position. Advertising for the position will be in the Toledo Blade, Crescent News and perhaps the Lima News. In addition, the OACP broadcasts the position opening to over 800 law enforcement officials and agencies. T. Schroeder is designated as the initial screener for the eligibility of the applicants. Eligibility is as passed at the June 16 meeting (basically consisting of a Bachelor's Degree (or equivalent experience) and at least one year experience as a Sergeant at a department substantially equivalent in size to the Defiance Police Department). Those taking the written portion of the test must attain a minimum score of 70% to pass and further qualify for the assessment portion of the test. The top twelve scoring individuals on the written test move on to the assessment portion of the test. In the case of a tie on the twelfth position, a thirteenth position will be allowed for the assessment center. Weighting of the two testing components shall be 40% towards the written test and 60% towards the assessment center. The names of the top three scoring individuals shall be certified by the Commission to the Appointing Authority for his decision as to who to appoint. To be considered for appointment an individual must pass a background check. The motion was seconded by N. Walker and passed.

There being no further business, the meeting adjourned at 6:15 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.