

CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

Tuesday, November 17, 2015

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

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.

1. Approval of October 19, 2015 Civil Service Commission Meeting Minutes.

Motion: The motion was made by N. Walker, seconded by L. Myers to approve the Civil Service Commission (CSC) meeting minutes of October 19, 2015. All members voted aye, the motion carried.

2. Accounts Payable Clerk

T. Schroeder explained that long time City employee Marlene Cripe, Accounts Payable Clerk, would be retiring in 2016. The City wishes to fill the position and in review of the job description, one change to the job description is requested. The addition would be that the position serve as back up to the Finance Clerk.

Motion: The motion was made by S. Korhn, seconded by L. Myers to approve the change to the Accounts Payable Clerk job description as requested. All members voted aye, the motion carried.

T. Schroeder stated that the City would like to fill the position using the oral interview process with the Civil Service Commission reviewing an evaluation sheet created in 2013 when the Finance Clerk was hired. She stated the form worked well and recommended that the same criterion and weights be used for the Accounts Payable Clerk position. She stated that interviews would be conducted by herself, Finance Director J. Lehner and Finance Clerk K. Harrow. The position will require someone with attention to detail and at least two years' experience in this type of environment.

Motion: S. Korhn made a motion to authorize that the testing for the Finance Accounts Payable Clerk position be done by the oral interview process and the weights to be given for that process will be as follows:

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1. Education x 1.5
2. Past Experience x 2.0
3. Communication Skills x 1.5
4. Appearance X 1.0
5. Interest & Enthusiasm toward Position x 1.0

The Finance Director, Finance Clerk and Human Resource Manager will conduct the interviews. The Human Resource Manager will do the advertising in the Crescent News and Ohio Municipal League website. A single interview shall take place with the scoring done independently by each examiner. Raw scores will be submitted separately to the Civil Service Clerk for scoring purposes. Candidates would need to achieve a minimum score of seventy percent (70%) to be considered a passing grade. Veteran's credits are available for those who submit the necessary DD214 information. N. Walker seconded the motion. All members voted aye. The motion passed.

- 3. Civil Service Clerk Salary:** Brief discussion was held on the salary for the Civil Service Clerk position which has not been increased since 2007. S. Korhn could not recall the Commission discussing salary increases in the past. S. Korhn stated that Law Director D. Williams informed him that increases for City employees outside the bargaining units are completed through an ordinance approved by City Council. This somehow did not include this position but the Civil Service budget, including salaries, is approved by Council. It was further stated that a 2.75% salary increase was budgeted in 2015 for the Civil Service Clerk's position; however the Finance Director J. Lehner indicated that the Civil Service Commission never initiated and/or requested the increase and it therefore was never enacted. The Commission on the other hand was unaware that an affirmative request from the Commission was required for the Commission Clerk to be included in the across the board 2.75% salary increase.

Resolution: S. Korhn made a resolution/request that the Civil Service Commission clerk be granted a 2.75% salary increase for 2015 (retroactive) and 2016 as other City non-bargaining employees receive. That increase request will also be reflected in the 2016 Civil Service Commission budget. HR Manager T. Schroeder was requested to obtain clerk salary information from similar size cities and provide this information to the Commission at their next meeting to gauge whether ~~an~~ additional increase for the Clerk salary should be included in the Commission's 2016 budget.

- 4. Local Rule Proposed Amendments.** Chairman Korhn noted that the existing Local Rules require a lot of interpretation of what has to be published when the local rules are modified and to improve clarity and consistency he proposes the following language changes:

Current Language: Section 100.01 – Procedure: Proposed amendments to the rules shall be subject to public hearing and shall be recorded in the minutes of the Commission at least one (1) week prior to adoption. A Majority vote shall be required for adoption.

Proposed Language: Section 100.01 – Procedure:

Proposed amendments to the rules shall be made first by the passing by majority vote of a proposed amendment to the rules. The full text of the proposed amendment shall be recorded in the minutes of the Commission at least one week prior to adoption. Additionally, a proposed amendment shall be published in summary format along with a Notice of the Hearing in The Crescent-News at least one week prior to adoption. Majority vote shall be required for adoption.

Current: Section 100.02 – Publication: Notice of adoption of the foregoing rules shall be published in summary format in the Defiance Crescent News with the full text being made available for public inspection. All amendments shall become effective upon publication and at the earliest period allowed by law unless a different date is fixed in the resolution approving the amendment.

Proposed: Section 100.02 – Publication:

Notice of adoption of the foregoing rules shall be published in summary format in The Crescent-News, with the full text being made available for public inspection. All amendments shall become effective 30 days after a one-time publication of a summary of the amendment or of the full text of the amendment in The Crescent-News, unless a different date is fixed in the Resolution approving the amendment.

Discussion ensued and it was noted that changing the local rules will require a public hearing and adoption of the proposed changes.

Motion: The motion was made by S. Korhn to amend Civil Service Rule 100.01, Procedure and 100.02 Publication as follows:

Proposed Language: Section 100.01 – Procedure:

Proposed amendments to the rules shall be made first by the passing by majority vote of a proposed amendment to the rules. The full text of the proposed amendment shall be recorded in the minutes of the Commission at least one week prior to adoption. Additionally, the proposed amendment shall be published in summary format along with a Notice of the Hearing in The Crescent-News at least one week prior to adoption. Majority vote shall be required for adoption.

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Proposed: Section 100.02 – Publication:

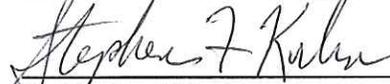
Notice of adoption of the foregoing rules shall be published in summary format in The Crescent-News, with the full text being made available for public inspection. All amendments shall become effective 30 days after a one-time publication of a summary of the amendment or of the full text of the amendment in The Crescent-News, unless a different date is fixed in the Resolution approving the amendment.

The motion was seconded by L. Myers. The motion carried. The rule modification will require a public hearing and publication in the Crescent News as outlined in Rule 100.00; Sections 100.01 and 100.02. Clerk Scribner was asked to make the necessary arrangements to comply with the requirements. All agreed the public hearing will be scheduled during the next regular Civil Service Commission meeting on December 21, 2015.

S. Korhn noted his desire to determine if State Law currently prohibits “provisional employees”. T. Schroeder recalled that the definition was removed from State Law with the Local Rules modified to accommodate this change in 2007. S. Korhn stated that research will be conducted

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 Bob Armstrong, Jeff Leonard, David Williams, Tracey Schroeder, Council Members, Division Heads.