

MINUTES OF THE CIVIL SERVICE COMMISSION MEETING
January 15, 2020 – 8:00 A.M.

Members Present: Chairman Jan Naso
Commissioner Tom Kot
Commissioner Christine Higham

Non-Members Present: Mayor Dave Kline
Director of Public Service Mike Rorar
Police Chief Ron Williams
Director of Law Megan Raber
Asst. Director of Law Melody Briand

The January 15, 2020 Civil Service Commission meeting was called to order. Minutes of the December 18, 2019 meeting were approved as published.

Mr. Naso mentioned the first item on today's agenda is a review of proposed Ordinance 96-2019 and gave the floor to Mayor Kline.

Mayor Kline said he would go down all the changes in the grid that's presented to Council. We amended this last Thursday at Council. They gave it a second reading and looking for recommendations from this Commission for our next Council Meeting. Going down to the Garage, the Administrative Clerk/Garage PT, we are changing it to Administrative Clerk/Service and would be full-time unclassified, the band stays the same. Planning and Zoning Helene Hussing's job and I'll put names to it, so you know the people we're talking about, changing from a Band 4 to a Band 5, still unclassified. Going down to the Administrative Assistant/Zoning, we're changing the name Administrative Assistant/Zoning, that's Kelly Funk and that's going from a Band 2 to a Band 3 and that's still unclassified.

Mrs. Higham asked what the difference is between an assistant and a clerk with responsibility. Mayor Kline responded: The Assistant is the office manager type thing or the manager in the office; the Clerk is just filing the papers and... (Mr. Rorar speaking in background says "answering phone"). Mr. Naso: It's the person that does all the work. Mayor: Yes, thank you.

The Mayor continued: Moving over to page 2 in the Police Department. The Auxiliary Police Officers; right now there are currently 18 auxiliary officers, and everybody is classified under that. The next one down, the Auxiliary Chaplain for the City, which is from the Fire Department and the Police Department. The Chaplain is part of that 18. They do not do any road work, any work outside... (interruption) they do have their own position description and then also, the Auxiliary Officers Supervisor, two of those and those are like the corporal and the higher ranking guys that supervise all the other auxiliaries. They were always categorized and the auxiliary officers, their all part-time. Their all unclassified; it's just that the grid changes those positions. Mr. Naso asked if the two supervisors are part of the 18 or its not. The Mayor answered, no, not now. So, we'll still keep the 18, two supervisors and that would be a Band 2 which supervises the Band 1. Mr. Naso asked if we're going to still have two Chaplains or one. The Mayor answered that we currently have two today, but they are taking spots of road people. It means they don't work the roads; they only get called out one or the other, that's why there's

two in case ones not available. Mrs. Higham: So that'll pick up four additional road people for you on the Auxiliary? Mayor: Correct. Father Mike is one of the Chaplains and the guy is... Mr. Williams: Jim Case, lives in Tallmadge but Community Faith Church in Stow is where he works.

Mayor: Then going down into the Rec Center the change that we have there, Rec Center Program Coordinator used to be part-time, we're changing it to full-time and changing the Band from a 2 to a 3, still unclassified. The Marketing Coordinator was in the old grid, it's still in that, but we took it out and put it back in. The Rec Center Facility Supervisor, part-time, that is removed; we're going from four to ten. So, we have ten supervisors. We were requesting Aquatics Marketing Coordinator, full-time, but due to someone leaving the Rec Center, we'd like to have both of the full-time, the Parks Program Coordinator full-time and the Aquatics Manager full-time, but we really financially we can only afford one so we dropped the Aquatics and put it back to part-time and keeping the Program Coordinator coordinating all the day care, the extended care, all the child and special events. Chairman Naso asked what the Pool Manager? The Mayor answered the manager who runs Maca Pool. Naso: Is something changing with that because it's highlighted? Mayor: It's highlighted because of the change and we left it highlighted and crossed off the Aquatic Marketing Coordinator that was full-time and we're eliminating that. Keeping the Marketing Coordinator as a part-time position. We also crossed that out in the other grid. So, you're seeing amendment to amendment that's going back to the original. Higham: Does the part-time pool manager, so is that just a summer... Mayor: They're part-time. They exceed 29 hours as a seasonal person.

Then Utility Department there at the bottom in Administrative Clerk Utility Billing, we changed that to Administrative Assistant Utility and going from a Band 2 to a Band 3.

Down to the Garage Administrative Assistant. Those are the Bands, that's the changes.

Naso: Doing this supersedes going to the Comp Board for unclassified people? Mayor: Yes, if you change from a Band and you change in position, then there's a way without going to the Comp Board if you're changing Bands. If they're staying within the same Band and you want to get a raise, then you go to the Comp Board. Some of these wages won't change just because of what's going on here. Those are all the changes and it's required by our Ordinance that Civil Service at least reviews it. Naso: Do any of your administrative people still have openings that they can appoint people or has everybody filled their spots? Mayor: I think we're close to the limit of the appointments, the fiduciary appointments, the non-Civil Service appointments. I have four, Mike has four. Mine would be Dr. Cooper, Jill Stritch, Andrea and Economic Development. Mike's would be all the Zoning Department basically.

Mayor Kline stated that Denny LaHurd turned in his notice of retirement. He said that they needed a test and that Mike will get with Allison to put a test together for the Mechanic's position. Mr. Rorar stated that Denny's last day physically is the last day in February, but he's going to push it for an extra two months.

Page 3
January 15, 2020

The Mayor stated that the Property/Evidence Room Technician Assistant Ben Mars put his notice in. Chief Williams stated that he decided that he wanted to become an officer and he is an officer in the Ohio National Guard. He started at Youngstown University and he's gone. The problem is that we brought him in to administer our body cam program which we were about to implement and now the guy who was going to administer it is gone creating a vacuum. We have a part-time records clerk who is interested in the position. She is an exceptional employee. She's doing a great job for us. Her name is Donna Cox. The complication with Donna is that her husband is about to lose his health care. She's going to need to pursue full-time employment elsewhere because she's not getting health care here.

Chairman Naso said that there are two options at this point: we have to give a test to fill it, but we also have the emergency thing that we could possibly do if it's reasonable and we would pass that through the Law Department and the emergency would be because of the body cam issue. This was discussed on what action to take. Mr. Naso asked if anyone else was interested in this position. Chief Williams stated that that hasn't been looked into. This will be further discussed at a later time.

Chief Williams stated that they have a conditional offer of employment to a young man and he's going through the post offer process. His wife had a baby and he's on leave from his current position. Our goal is to have him in place February 24th.

Mr. Rorar made a request for another Part-Time/Full-Time General Laborer Test. We have a current list right now and I'm asking if we could allow that to drop and do another test. Mr. Naso said that we can terminate the list or combine it with a new list, whichever way you want. Mr. Rorer said that combining it would be good.

Meeting adjourned at 8:20 a.m.

An audio file of this meeting is available in the Civil Service office.

Jan T. Naso, Chairman

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