



## CIVIL SERVICE BOARD MEETING MINUTES APRIL 25, 2019, 9:00 a.m.

<b>BOARD MEMBERS PRESENT:</b>	Richard L. Wright, Chairperson Maria E. Oria, Member Thomas J. Ritchie, Sr., Member
<b>BOARD MEMBERS ABSENT:</b>	
<b>STAFF PRESENT:</b>	Ken Thomas, Secretary and Chief Examiner Jimmy Johnson, Employment Analyst II Mary Arnold, Civil Service Associate II Jack Rice, Project Manager Toby Caserta, Project Manager
<b>OTHER ATTENDEES:</b>	Ariel Walker, Director, City Commission Office Brent McKenzie, Deputy Director – Human Resources Norma Dickens, Senior Attorney Stacy Edey, Senior Human Resource Analyst Ann Sulfridge, President, AFSCME, Local 101

### I. ROLL CALL

The Chairperson, Richard Wright, at 9:00 a.m., called the meeting to order.

### II. APPROVAL OF MINUTES

Ms. Oria moved, seconded by Mr. Ritchie to approve the March 28, 2019 meeting minutes. The Board unanimously approved the motion.

### III. ACTION ITEMS

1. Mr. Ritchie moved, seconded by Ms. Oria, to approve the extension of the following City of Dayton eligible lists due to expire in May and June of 2019:

Administrative Typist II (Open 3)  
Lineworker (Promotional 1 / Open 6)  
Maintenance Mechanic (Open 6)

City of Dayton – Recall Lists

Administrative Typist C (1)  
Airport Operations/Maintenance Coordinator (1)

The motion passed.

**Meeting Minutes**

**April 25, 2019**

**Page 2 of 2**

2. Mr. Ritchie moved, seconded by Ms. Oria, to approve the extension of the following Dayton Public Schools eligible lists due to expire in May and June of 2019:

Level VI – Clerical (Promotional 4 / Open 3)  
School Bus Driver (Open 4)

The motion passed.

3. Mr. Ritchie moved, seconded by Ms. Oria, to approve the reinstatement of Kelly McCarthy, to her former position of Firefighter. The motion passed.

4. Mr. Ritchie moved, seconded by Ms. Oria, to approve the request for the temporary waivers as listed below:

- 4.1 Adrianna Fountaine – Administrative Typist II - temporary medical waiver.
- 4.2 Chad Reep – Police Recruit (#157 on 2017 PR list) – temporary military waiver.
- 4.3 Kelsey Bohachek – Police Recruit (#163 on 2017 PR list) – temporary military waiver.
- 4.4 Alexander Chmidling – Police Recruit (#89 on 2019 PR list) – temporary military waiver.

The motion passed.

**IV. PUBLIC COMMENTS**

None

**V. BOARD COMMENTS**

None

**VI. SECRETARY AND CHIEF EXAMINER REPORT**

See attached.

**VII. ADJOURNMENT**

Ms. Oria moved, seconded by Mr. Ritchie, that the Civil Service Board meeting of April 25, 2019 be adjourned. The motion passed and the meeting was adjourned at 9:31 a.m.



Ken Thomas,  
Secretary and Chief Examiner



Richard L. Wright, Chairperson

## Secretary Chief Examiner Report

April 25, 2019

- **SPECIAL BOARD MEETING REQUEST – Thursday, June 6<sup>th</sup>**  
Removal of candidates from Police Recruit listing due to failure of backgrounds/polygraphs. Required to remain within the prescribed timeline for processing of candidates for upcoming academy class in September.
- JobAps Update – ON TIME AND UNDER BUDGET! Staff and our vendor opened our new portal on April 1, 2019. We posted for the organizations Customer Service Tech I position on Monday and continued to expand as the week moved forward. We feel it has been a success and continue to bring new components of the system online as we develop the testing, scoring and application review processes.
- Dayton Public Schools – We continue to meet with their HR staff and transition leaders to identify their priorities for job openings and the necessary information we need from them to get them implemented on the new system. We will be scheduling dates and times to give their administration and the school board a presentation to outline the application system and other functionality. Also, we are moving forward to try and schedule meetings with them to review and discuss our contract extension for providing administrative Civil Service programs.
- Fire Testing – We had 643 individuals that took our exam on Saturday, April 13<sup>th</sup>, out of approximately 1400 who signed up. We had excellent participation from our volunteer departments and appreciate their efforts in assisting us. Staff felt everything with very smoothly.
- Job Fair – Staff attended the City sponsored job fair on April 24<sup>th</sup> and felt it was well received and worth the time and effort. They had a great opportunity to showcase our new application system for employment.
- Staff updates – We are currently in the process of filling our two vacant positions here in Civil Service (Employment Manager, Civil Service Associate I) and received 65 applications for one and 165 for the Associate position.
  - We are also in the process of identifying and purchasing new computers for staff due to being notified by IT that our current systems will be outdated and no longer support after this year. We were not aware of the policy change that requires the departments to be responsible for cost, budget, and purchasing of these systems.
  - MISSION STATEMENT – We were also notified of our current mission statement and asked if we choose to update it by Management & Budget. We reviewed and updated it as we saw appropriate and will provide you copies at the

meeting. We hope to have it printed and posted in conspicuous areas of the organization and media.

- Tobacco Free Policy – The City administration notified us that starting in July of this year they will be instituting a “Tobacco Free” policy for all new hires and are in negotiations with the unions to implement a comprehensive program beginning in 2020.
- Reviewed and updated our record retention policies with Law Department and the established committee.
- Fire Department held its graduation and promotional ceremonies on Thursday, April 11<sup>th</sup>.
- Continue to work with senior administration on developing a more open, cooperative, and teamwork approach with Civil Service and the organization. I expressed that we missed a couple of opportunities to partner with them in the roll-out of the new initiative with Dayton Public Schools and the Fire Department at Belmont High School. Also, requested that we could have a bigger role in the new “Neighborhood Matters” program to assist our residents in how to seek and apply for City positions. None of the materials that were originally produced recognized this, and since our discussions we’ve developed some alternatives.