

**MINUTES
CIVIL SERVICE MEETING
Tuesday, October 25, 2011**

The Civil Service Commission met at 5:00 p.m. in the Municipal Government Complex Administrative Conference Room, second floor, 201 W. Water Street, Piqua, Ohio.

Board members present were Mike Gutmann, Alissa Blankenship, and Dave Vollette. Absent was Bruce Hogston. Also present from Piqua City School was Roger Ely and Brad Hall. Present via telephone was John Podgurski, attorney representing the school system. Present from the City of Piqua administration was Elaine Barton, Human Resources Director.

REGULAR CIVIL SERVICE MEETING

Appointment of Chairperson

Alissa Blankenship made a motion to appoint Mike Gutmann as Chairperson of the Civil Service Commission, Dave Vollette seconded the motion and the motion carried.

Minutes from December 10, 2010

Dave Vollette made a motion to accept the minutes of December 10, 2010 and Alissa Blankenship seconded the motion. The Motion to approve the minutes passed unanimously.

Review of civil service rules relating to the school system

Mike Gutmann inquired whether the appellant, Karen Wood, had been notified of the appeal hearing on Wednesday, October 26th. Brad Hall confirmed that Ms. Wood had been notified via telephone and via the US mail.

The Civil Service Commission reviewed the rules with regard to the appeal in particular Rules XVII and XX noting the procedure to be follows as:

Section 3. Hearing procedure and order of proof:

- (A) The School Superintendent or his designee, on behalf of the appointing authority, shall first present evidence in support of the charges leading to suspension, reduction or dismissal.
- (B) The employee shall then produce such evidence as he/she may wish to offer in his/her defense.
- (C) The Civil Service Commission may appoint a Trial Board to hear cases, consisting of disinterested persons not to exceed three members. A single referee may be appointed to act as a Trial Board.
- (D) The Civil Service Commission may hear rebuttal evidence, if offered.
- (E) The Civil Service Commission, at its discretion, may hear arguments and/or accept briefs.
- (F) The Civil Service Commission may question witnesses and require submission of specific documents or pertinent information necessary to establish the validity of evidence presented during its hearing.

Section 4. The Superintendent or his designee may be represented by legal counsel and the appellant may also be represented by counsel.

Section 5. The Civil Service Commission, after due consideration of evidence presented at a hearing, or consideration of a recommendation of a trial board, shall render its judgment in writing to the appellant and to the School Superintendent or his designee and it may affirm, disaffirm, increase or decrease the imposed sanction of the appointing authority.

Section 6. In cases of removal, or of reduction in pay for disciplinary reasons, the appointing authority or the employee may appeal from the decision of the Civil Service Commission to the Court of Common Pleas in accordance with the procedure provided by Section 119.12 of the Ohio Revised Code.

Mr. Hall indicated that both he and Mr. Ely would be witnesses. The Civil Service Commission inquired as to whether or not Ms. Wood would be presenting witnesses. She will have an opportunity to do so at the hearing. The school system will present their case first and introduce witnesses and then Ms. Wood will have an opportunity to present her case. The Civil Service Commission will ask questions if necessary. The Civil Service Commission will issue a written judgment after the hearing.

Adjournment

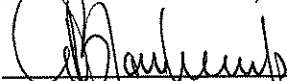
Dave Vollette made a motion to adjourn the meeting at 5:35 pm, Alissa Blankenship seconded and the meeting was adjourned.

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 12/12/11



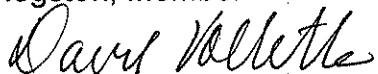
Michael Gutmann, Chairperson



Alissa Blankenship, Secretary



Bruce Hogston, Member



David Vollette, Member

Vacant, Member