

**MINUTES**  
**CIVIL SERVICE MEETING**  
**Tuesday, September 10, 2013**

The Civil Service Commission met at 4:00 p.m. in the Municipal Government Commission Chambers, second floor, 201 W. Water Street, Piqua, Ohio.

Board members present were Mike Gutmann, Alissa Blankenship, Stu Shear, Bruce Hogston and Evelyn Mahrt. Also present were Gary Huff, City Manager, Elaine Barton, Human Resources Director, Bruce Jamison, Police Chief, and Robert Bloom and Vince Ashcraft from the Fire Department.

**REGULAR CIVIL SERVICE MEETING**

Mike Gutmann called the meeting to order at 4:04 pm.

**Approval of Minutes**

Mike asked for a motion to approve the minutes from the meeting of August 27, 2013. Evelyn made a motion to approve the minutes and Bruce seconded the motion. The motion carried.

**Review of Draft Proposal of Rule Changes**

The draft of the rule changes were distributed and a discussion was held. Chief Jamison explained that there seemed like a willingness to reorganize the rules on the part of the commission. Chief Jamison explained the way the rules were laid out. In most cases the wording was just moved to a different section, not removed.

The instructions for taking the test and obtaining a position will be referred to as an Announcement. The Announcement will include the Instructions for filing an application, Minimum requirements, Explanation of process, Duration of Eligibility list, Explanation of Extra credits if available, and Deadlines. The Civil Service Board will approve the Announcement before each test.

It was suggested that the requirement to advertise five times is reduced to one time. Stu Shear said he had a concern about that. Elaine Barton clarified that we would still send a notice out to the Academy, and we may advertise more, it would just be a minimum requirement. The increased price of advertising is a factor and that you can reach more people with online advertising.

Chief Jamison removed the requirement that the applicant had to notify us in writing when they had a change of address. The list will be followed from the top down. The stipulation that a Board member has to be present at testing was removed. The rules specified when a new hire had to be reviewed and Chief Jamison said they actually do it more and feels that should be up to the director and not in the rules. Provisional appointments should have been probationary.

Chief Jamison said he would like to see the changes adopted as soon as possible.

Mike Gutmann suggested that instead of just an overview of the changes, that they walk thru the rules page by page. Mike Gutmann suggested that the reference to him/her be made gender neutral.

It was decided to remove the entire section in the old rules referring to each class of vacancy.

Alissa Blankenship stated that she likes the flexibility with the rules.

Mike Gutmann asked if anyone had any issues up to now.

The question was asked how Lateral Entry would fit it. Bob Bloom mentioned that it was never done before. Elaine Barton said that the wording was left open and gives the City Manager an option when it says **may**.

Alissa Blankenship suggested that paragraph "D" was moved to the end of the section.

Bob Bloom asked if any wording permitted us for giving our own test to which Elaine Barton said "no".

Mike Gutmann asked how Chief Jamison perceived the extra credit changing per position? And Evelyn asked if someone with military credit deserved a better chance? Alissa Blankenship asked that the words "added to" be replaced with "of a passing score" so it is consistent with our practice.

The question was raised how section 191.12.B fit in.

Mike Gutmann asked what a regular appointment referred to. Chief Jamison explained that a regular appointment occurs after the probationary period.

Next was the process for objection. Addition of due process. A couple of sections were combined. Mike Gutmann agreed that it looks cleaner.

Alissa Blankenship complimented Chief Jamison and told him that he did a really nice job. Mike Gutmann said that he felt they were ready to approve a final draft.

Chief Jamison questioned the board member if they would be comfortable approving an Announcement for the entry level test at the same time as approving the new rules.

Elaine Barton said the Announcement is going to give a two month window of time to take the National Test and the board members went over the written Announcement.

Edison has coordinated with the National Testing Center. Bruce Hogston clarified that any school could be a testing facility. A candidate in Kentucky could take our test without having to travel to Ohio.

The process was discussed of what scores we will receive and how the applicant will be notified of their scores.

Evelyn Mahrt asked when the test was at Edison. Elaine Barton said that on the first page of the Announcement there would be a link to the National Testing website where the applicant could see the locations and dates of all of the tests.

Chief Jamison asked if the board would consider voting on the rough draft of the rules. Mike Gutmann said that he felt that the board members reviewed it pretty thoroughly.

Elaine Barton stated that we are hoping to get a diverse group of applicants.

Alissa Blankenship asked how the applicant would receive an application. Elaine Barton said that it would be attached to the Announcement. Alissa Blankenship thought they should go over the Announcement to make sure it had everything the rules stated would be in the Announcement.

Chief Jamison had made copies of the revised rules and passed them out for each member to review.

The Announcement was reviewed and Alissa Blankenship asked that an addition be made to page 3 listing the duration of the eligibility list.

Alissa Blankenship would like to see some of the points from the rules stated clearer in the Announcement in the future.

Mike Gutmann asked if there was a <sup>motion</sup> ~~first~~ motion to approve the draft of the rules. Alissa made a ~~first~~ <sup>motion</sup> and Evelyn seconded the motion. The motion carried.

Mike Gutmann asked if there was a <sup>motion</sup> ~~first~~ motion to approve the draft of the Announcement and Evelyn made a ~~first~~ <sup>motion</sup> and Bruce Hogston seconded the motion. The motion carried.

Mike Gutmann and Alissa Blankenship both praised Chief Jamison for his work on the rules.

Mike Gutmann thanked everyone for their patience.

**Adjournment**

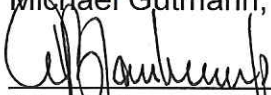
The meeting was adjourned at 6:10 pm.

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 12/9/13

  
\_\_\_\_\_

Michael Gutmann, Chairperson

  
\_\_\_\_\_

Alissa Blankenship, Secretary

  
\_\_\_\_\_

Bruce Hogston, Member

  
\_\_\_\_\_

Stu Shear, Member

  
\_\_\_\_\_

Evelyn Mahrt, Member