

**MINUTES
CIVIL SERVICE MEETING
Friday, February 19, 2016**

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

Members present were Mike Gutmann, Alissa Blankenship, Evelyn Mahrt, Mary Frances Rodriguez and Stu Shear. Also present were Gary Huff, City Manager, Elaine Barton, Human Resources Director, Rick Byron, Police Department.

REGULAR CIVIL SERVICE MEETING

Mike Gutmann called the meeting to order at 4:00 pm.

Approval of Minutes

Mary Frances Rodriguez moved to approve the minutes from the January 19, 2016 meeting. Stu Shear seconded the motion. All were in favor and the motion carried.

Establish Eligibility List for Deputy Police Chief

Elaine Barton stated that there were three parts to the promotional test for Deputy Police Chief and they were a written test, the assessment center, and the interview process.

Each of the candidate's scores for the written test, the assessment center, and interview process were added and weighted per the Civil Service rules. Rick Byron had the highest total score, and was listed number one on the eligibility list for Deputy Police Chief and Jason Preston was listed number two. The eligibility list was approved and signed by the Civil Service Commission members.

Mike Gutmann asked how many openings we had for entry level police officer. Elaine Barton said there were 3 and possibly 4.

It was noted that Alissa Blankenship observed the assessment center and found it to be a fair process.

Establish Eligibility List for Assistant Fire Chief

Elaine Barton opened the envelopes with the names matching Candidate 1 and Candidate 2. Lee Adams was identified as Candidate 1 and Tim Risner was Candidate 2.

Each of the candidate's scores for the written test, the assessment center, and seniority points were added and weighted per the Civil Service rules. Lee Adams had the highest total score of and was listed number one on the eligibility list for Assistant Fire Chief and Tim Risner was listed number two. The eligibility list was approved and signed by the Civil Service Commission members.

Adjournment

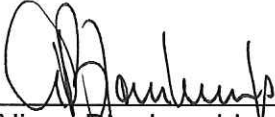
The meeting was adjourned at 4:15 p.m.

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 4-26-16



Michael Gutmann, Chairperson



Alissa Blankenship, Secretary



Evelyn Mahrt, Member



Stu Shear, Member

Mary Frances Rodriguez, Member