

# CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

May 18, 2017

5:15 p.m. – City-Service Building – Front Conference Room

Present: CSC Members: Chairman S. Korhn, L. Myers, N. Walker And Clerk A. Scribner  
Guests: C. Birkemeier

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## CALL TO ORDER

The meeting was called to order at 5:15 pm in the front conference room at City Hall, 631 Perry Street by Chairman S. Korhn. Clerk Scribner reported that all Sunshine Law notices have been complied with.

### 1. Approval of May 4, 2017 Special Civil Service Commission Meeting Minutes.

**Motion:** The motion was made by N. Walker, 2<sup>nd</sup> by L. Myers to approve the Civil Service Commission (CSC) special meeting minutes of May 4, 2017 as presented. All members voted aye, the motion carried.

2. **Civil Service Clerk Interview:** CSC members reviewed the resume and interviewed candidate Cari Birkemeier for the position of Civil Service Clerk. Questions were posed and answered as to her qualifications for the position.

**Motion:** The motion was made by S. Korhn, 2<sup>nd</sup> by L. Myers to appointment Cari Birkemeier as the Civil Service Clerk for the City of Defiance effective June 1, 2017. All members voted aye, the motion carried.

Discussion turned to the rate of pay for the position. Clerk Scribner noted that the pay rate for the position was stagnant for many years (2006 – 2015) with little discovery made on a like position at other cities in Ohio. Most cities have rolled the duties of the position into another position within the cities' workforce. In 2015, the ordinance authorizing pay increases for Non-Bargaining employees was modified to include the Civil Service Clerk. Clerk Scribner stated that the cost of living increase (typically 2-3%) does not keep the compensation adequate for the amount of work the position entails. Clerk Scribner outlined the duties noting that even if the Civil Service meeting is not held, there is work to be done in the background to cancel the meeting, notify the newspaper, post to the City website, etc. The job requires more time when hiring entry level police and fire with exhaustive work entailed to engage a testing company and ensure the necessary paperwork is completed for testing. The Clerk also observes when testing is conducted in-house by outside consultants. When positions are filled using the oral

Civil Service Commission Special Meeting  
May 4, 2017

interview process, the scoring sheets are tabulated to ensure accuracy with the certification sheet developed for Civil Service Commission acceptance.

**Motion:** Following discussion noting that the Civil Service Commission had not requested a pay increase for this position for many years; the motion was made by S. Korhn, 2<sup>nd</sup> by L. Myers that the Civil Service Clerk position salary be increased to \$5,000 annually effective immediately contingent upon additional funding legislation (if any) required from City Council. The motion carried. The new Civil Service Clerk will be asked to begin tracking the hours required for the position to assist with evaluating future compensation.

Also, the Commission members expressed their appreciation to Clerk Scribner for her outstanding help as Commission Clerk over the past 11 years.

There being no further business, the meeting adjourned at 5:29 pm.

**MINUTES APPROVED:**

  
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S. Korhn, Chairman

  
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Ann B. Scribner, Commission Clerk

THE ABOVE MINUTES REPRESENT OUR UNDERSTANDING OF THAT WHICH SHOULD BE RECORDED. IF CHANGES SHOULD BE MADE, PLEASE FORWARD PROMPTLY SO THAT AN ACCURATE RECORD CAN BE MAINTAINED FOR THE BENEFIT OF ALL.

Cc: Mayor Mike McCann, Jeff Leonard, David Williams, Tracey Schroeder, Council Members, Division Heads.