

STEPHEN F. KORHN, Esq., *Chairman*
NORM WALKER, *Member*
JULIE FITZENRIDER, *Member*
CARRIN HOMAN, *Clerk*

CIVIL SERVICE COMMISSION MEETING MINUTES

October 8, 2019

5:15 pm – Front Conference Room – 631 Perry Street

Present: CSC Members: Chairman S. Korhn, N. Walker, J. Fitzenrider and Clerk C.Homan
Guests: T. Schroeder—City HR Manager, J. Lehner—City Finance Director

CALL TO ORDER

Clerk C. Homan assured the Civil Service Commission is in compliance with all Sunshine Law notices. The meeting was called to order at 5:15pm in the Front Conference Room located at 631 Perry Street by Chairman S. Korhn.

RESOLUTION

Chairman S. Korhn issued a resolution thanking the recently departed member, Leonard Myers, for his loyal and dedicated service to the Civil Service Commission for twenty-eight years. His service was greatly appreciated and invaluable to the Commission.

1. Approval of Minutes from the August 13, 2019 Meeting

Motion: The motion was made by N. Walker, seconded by Chairman S. Korhn, to approve the Civil Service Commission (CSC) minutes of the August 13, 2019 meeting as presented. All members voted aye and the motion carried.

2. NEW BUSINESS

A. Income Tax Commissioner

T. Schroeder informed the CSC this position is not new; but, it hasn't been filled for a number of years. J. Lehner explained how the supervision for the Utility Billing and Income Tax office has been organized for those years. Currently, there are two Accounts Supervisors who share the supervision responsibility. J. Lehner feels it is time to promote someone to the Income Tax Commissioner position with a few modifications to the existing job description.

Motion: Chairman S. Korhn made a motion to amend the job description for the Income Tax Commissioner in the format presented with clarification of "Accounts Supervisor" to "UBO Accounts Supervisor". The motion was seconded by J. Fitzenrider. All members voted aye and the motion carried.

The City would like to utilize Local Rule 50.11 Promotion by Nomination to promote the present Accounts Supervisor of the Income Tax Division, Laurie Flory, who already almost exclusively administers the Income Tax side of the office to the open position of Income Tax Commissioner. It was explained she already does everything the prior Income Tax Commissioners had been doing and the Utility Billing Office Accounts Supervisor has been exclusively working with the Utility Billing side of the office. Chairman S. Korhn reviewed the requirements for invoking Promotion by Nomination. After much discussion, including there being no other present employee having the necessary working knowledge of anything related to income tax collections and (2) L. Flory also having extensive knowledge and experience working upon Utility Billing procedure, it was determined L. Flory does meet those requirements.

Motion: Chairman S. Korhn made a motion to promote Laurie Flory to the position of Income Tax Commissioner in accordance with CSC Rule Section 50.11 – Promotion by Nomination. The consent of the Appointing Authority, Finance Director John Lehner, is noted. The reasons being there are not two people who are qualified to fulfill all duties of the job description. Some employees in the department have experience with Income Tax but no supervisory experience and others have supervisory experience but no experience with Income Tax. L. Flory has knowledge of Income Tax collection, Utility Billing collection and supervisory experience. The CSC certifies L. Flory alone is qualified for the position of Income Tax Commissioner and an examination would be superfluous. The motion was seconded by N. Walker. All members voted aye and the motion carried.

B. Cemetery-Grounds Maintenance

T. Schroeder informed the CSC there is an opening at the Cemetery for a Grounds Maintenance person. She went on to explain the previous job description and evaluation form was sufficient.

Motion: Chairman S. Korhn made a motion that the Cemetery-Grounds Maintenance position be filled using the oral interview process and the evaluation form as previously used (which is attached to the original meeting minutes). This

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includes the same criteria and same weights to be given to each factor. The interviews should be conducted by Service Director Rob Cereghin, Assistant Service Director DJ Zeedyk and City HR Manager Tracey Schroeder. Scoring by the interviewers will be submitted to the CSC Clerk for calculation. A passing score will be 70%. This is an entry level position so veterans preference credit, with proper documentation, may be added to a passing score. Advertising for the position will be in the Crescent News, Ohio Municipal League, Indeed.com and the City of Defiance website. The motion was seconded by J. Fitzenrider. All members voted aye and the motion carried.

There being no other business, the meeting adjourned at 5:50pm.

MINUTES APPROVED:



S. Korhn, Chairman



C. Homan, 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, Sean O'Donnell, Tracey Schroeder, Division Heads.