



CIVIL SERVICE BOARD MEETING MINUTES FEBRUARY 24, 2022, 9:00 a.m.

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| BOARD MEMBERS PRESENT: | Thomas J. Ritchie, Sr., Chairperson Maria E. Oria, Member Darryl R. Smith, Member |
| BOARD MEMBERS ABSENT: | |
| STAFF PRESENT: | Ken Thomas, Secretary and Chief Examiner Sheila Crum, Executive Assistant to Civil Service Board Dianne Perkins, Employment Analyst II |
| OTHER ATTENDEES: | Torey Hollingsworth, Director, City Commission Office Brent McKenzie, Deputy Director – Human Resources Norma Dickens, Senior Attorney Kelly Yeane, President, Local 101 Perdesta Calhoun, Vice President, Local 101 Todd Muckerheide, MBS Professional |

I. ROLL CALL

The Chairperson, Thomas Ritchie, Sr., at 9:00 a.m., called the meeting to order. The Secretary and Chief Examiner called the roll. A quorum was present.

II. APPROVAL OF MINUTES

Mr. Smith moved, seconded by Ms. Oria to approve the January 27, 2022 meeting minutes. The Board unanimously approved the motion.

III. ACTION ITEMS

- Ms. Oria moved, seconded by Mr. Smith, to approve the extension of the following City of Dayton eligible lists due to expire in March of 2022:

Inspector (Plumbing) (Open 2)
Payroll Coordinator (Prom 1 / Open 4)

City of Dayton – Recall List

Carpenter (1)

The motion passed.

2. Ms. Oria moved, seconded by Mr. Smith, to approve the extension of the City of Dayton Equipment Operator II and Inspector (Structural) eligible lists for an additional year due to COVID and the hiring freeze. The motion passed.
3. Mr. Smith moved, seconded by Ms. Oria, to approve the extension of the following Dayton Public Schools eligible lists due to expire in March of 2022:

Food Service Manager (Open 3)
Head Custodian (Open 1)
Level VI – Clerical (Open)
Stock Clerk (Open 7)

The motion passed.

4. Candidate did not appear; therefore, no action was required.
5. Item was removed from the agenda as requested by the Department of Human Resources. No action required.
6. Mr. Smith moved, seconded by Ms. Oria, to approve the request to remove the candidates from the eligible lists as noted:
 - Administrative Typist II (#2 Open Competitive eligible list) – failure to respond to pre-employment processing. Candidate failed to respond to multiple requests for referral [Section C].
 - Equipment Operator II (#24 Promotional eligible list) – candidate resigned and is no longer eligible to be referred from promotional list [Section G].
 - Water Treatment Plant Operator I (#6 Open Competitive eligible list) – failure to respond to pre-employment processing. Candidate failed to respond to multiple requests for referral [Section C].
 - Airport Police Officer (#9 Open Competitive eligible list) – information revealed during the background investigation [Section A].
 - Water Treatment Plant Operator I (#8 Open Competitive eligible list) – information revealed during the background investigation [Section A].
 - 2020 Police Recruit Open Competitive Eligible List
#69 Failed Background

- 2021 Police Recruit Open Competitive Eligible List

- #4 Failed Background
- #8 Failed Background
- #12 Failed Background
- #14 Failed Background
- #23 Failed Background
- #36 Failed Background
- #39 Failed Background
- #40 Failed Background
- #42 Failed Background
- #44 Failed Background
- #47 Unable to Locate
- #52 Failed Background
- #54 Failed Background
- #60 Unable to Locate
- #61 Failed Background
- #68 Failed Background
- #70 Failed Background
- #71 Failed Background
- #75 Failed Background
- #78 Failed Background
- #83 Failed Background
- #84 Failure to Complete Process – No Call/No Show for Scheduled Polygraph
- #85 Failed Background
- #91 Failure to Complete Process – No Call/No Show for Scheduled Polygraph
- #92 Failure to Complete Process – No Call/No Show for Background Interview
- #93 Failed Background
- #95 Failure to Complete Process – No Call/No Show for Background Interview
- #98 Failure to Complete Process – No Call/No Show for Background Interview
- #99 Failure to Complete Process – No Call/No Show for Scheduled Polygraph
- #102 Failed Background
- #104 Failure to Complete Process – No Call/No Show for Scheduled Polygraph
- #105 Failed Background
- #107 Failed Background
- #108 Failed Background
- #110 Failed Background
- #115 Failed Background
- #117 Failed Background
- #119 Failed Background
- #125 Failed Background
- #130 Failed Background
- #132 Failed Background
- #134 Failed Background

- 2021 Police Recruit Open Competitive Eligible List

#138 Failure to Complete Process – No Call/No Show for Background Interview
#142 Unable to Locate

The motion passed.

7. Ms. Oria moved, seconded by Mr. Smith, to approve the request for the temporary waiver as noted:

- Police Recruit – Candidate #97 (2022 Open Competitive eligible list) temporary medical waiver.

The motion passed.

IV. BOARD DISCUSSION ITEMS

Mr. Smith moved, seconded by Ms. Oria that a request for improvements to hearing and testing rooms be presented by the Secretary-Chief Examiner to City Administration. The motion passed.

V. BOARD COMMENTS

None

VI. SECRETARY AND CHIEF EXAMINER REPORT

See attached.

VII. ADJOURNMENT

Mr. Smith moved, seconded by Ms. Oria, that the Civil Service Board meeting of February 24, 2022 be adjourned. The motion passed and the meeting was adjourned at 9:19 a.m.



Ken Thomas,
Secretary and Chief Examiner



Thomas Ritchie, Sr., Chairperson