



CIVIL SERVICE BOARD MEETING MINUTES MAY 23, 2019, 9:00 a.m.

BOARD MEMBERS PRESENT:	Richard L. Wright, Chairperson Maria E. Oria, Member Thomas J. Ritchie, Sr., Member
BOARD MEMBERS ABSENT:	
STAFF PRESENT:	Ken Thomas, Secretary and Chief Examiner Sheila Crum, Executive Assistant to Civil Service Board Toby Caserta, Project Manager
OTHER ATTENDEES:	Ariel Walker, Director, City Commission Office Norma Dickens, Senior Attorney Dawn Manuel, Supervising Human Resources Analyst

I. ROLL CALL

The Chairperson, Richard Wright, 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. Ritchie moved, seconded by Ms. Oria to approve the April 25, 2019 meeting minutes. The Board unanimously approved the motion.

III. ACTION ITEMS

1. Mr. Ritchie moved, seconded by Ms. Oria, to disapprove the reinstatement of Henrietta Hooks, to her former position of School Bus Driver, Dayton Public Schools. The motion passed.
2. Mr. Ritchie moved, seconded by Ms. Oria, to approve the request for the temporary medical waiver of JaCole Williams for the position of Administrative Typist II. The motion passed.

IV. PUBLIC COMMENTS

None

V. BOARD COMMENTS

Mr. Ritchie mentioned the monthly reports provided by the Secretary and Chief Examiner are helpful in review and very much appreciated.

Meeting Minutes

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VI. SECRETARY AND CHIEF EXAMINER REPORT

See attached.

VII. ADJOURNMENT

Ms. Oria moved, seconded by Mr. Ritchie, that the Civil Service Board meeting of May 23, 2019 be adjourned. The motion passed and the meeting was adjourned at 9:35 a.m.



Ken Thomas,
Secretary and Chief Examiner



Richard L. Wright, Chairperson

Secretary Chief Examiner Report

May 23, 2019

- **SPECIAL BOARD MEETING REQUEST – Thursday, June 6th**
Removal of candidates from Police Recruit listing due to failure of backgrounds/polygraphs. Required to remain within the prescribed timeline for processing of candidates for upcoming academy class in September.

- **BOARD HEARING DATES –**
 - JUNE 27TH – Immediately following monthly Board meeting, Engleman
 - JULY 18th – Mohn
 - AUGUST 22ND – Immediately following monthly Board meeting, Dwyer

- Dayton Public Schools – We met with the Superintendent, Dr. Lolli and reviewed a brief presentation for new opportunities under the JobAps integration and how we hope to better “brand” DPS moving forward. We are scheduled to give a presentation to the School Board on May 28th. We continue to meet with their HR staff and transition leaders to identify their priorities for job openings and the necessary information we need from them to get them implemented on the new system. We also presented to Dr. Lolli our proposal on our contract that expires August 31st for DPS reimbursement. We hope to hear back from them soon.

- JobAps Update – We continue to develop our processes and refine the implementations of the system. There are some processes unique to the City organization that requires special programming, staff along with the vendor is working to resolve.

- Staff is participating in the upcoming “Neighborhood Matters” campaign and will be walking and distributing information and discussing issues, concerns, programs for the organization and our community. These walks begin May 31st and will be held nine consecutive Fridays, except for inclement weather and are from 1:00 – 3:00.

- Police Fitness Assessment (PFA) – Saturday, June 29th, Welcome Stadium

- Upcoming Exams –
 - Account Clerk B – July 8th 9:00 & 5:00
 - Conservation Specialist – June 28th 9:00 & 5:00
 - Customer Service Tech II – July 1st 9:00; 1:00 & 5:00
 - Electrician (DPS) – July 3rd 10:30
 - Electronic Electrician – July 2nd 9:00; 1:00 & 5:00
 - Mechanic (DPS) – July 3rd 10:30
 - Roofer (DPS) – June 28th 9:00 & 5:00
 - School Bus Driver (DPS) – July 3rd 10:30

- Sewer Inspection Tech II – June 28th 9:00 & 5:00
- Water Service Rep I – July 2nd 9:00; 1:00 & 5:00
- Water Treatment Plt. Oper. II – TBD

- Paramedic/EMT processing for class beginning November 4th. Posting and applications begin May 21st through June 18th.

- Upcoming Air Show and information regarding attendance and volunteers. June 22nd & 23rd.

- Tobacco Free Policy – Met with the City administration to move forward in July with a “Tobacco Free” workplace starting with all new hires.

- Campaign for “Culture Works” is underway through May 24th