



CIVIL SERVICE BOARD MEETING MINUTES AUGUST 24, 2023, 9:00 a.m.

BOARD MEMBERS PRESENT:	Maria E. Oria, Member Thomas J. Ritchie, Sr., Chairperson
BOARD MEMBERS ABSENT:	Darryl R. Smith, Member
STAFF PRESENT:	Ken Thomas, Secretary and Chief Examiner Sheila Crum, Executive Assistant to Civil Service Board David Lawrence, Senior Employment Manager Nicole Green, Employment Analyst I Jack Rice, Project Manager Toby Caserta, Project Manager
OTHER ATTENDEES:	Verletta Jackson, Chief of Staff, City Commission Brent McKenzie, Deputy Director – Human Resources Norma Dickens, Senior Attorney Shannon Deardurff, Police Officer Scott Myers, Police Officer David Cox, Executive Director, Dayton Building and Construction Trades Council

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. Ms. Oria moved, seconded by Mr. Ritchie, to approve the excused absence of Mr. Smith. The motion passed. A quorum was present.

II. APPROVAL OF MINUTES

Ms. Oria moved, seconded by Mr. Ritchie to approve the July 27, 2023 meeting minutes. The Board unanimously approved the motion.

III. ACTION ITEMS

1. Ms. Oria moved, seconded by Mr. Ritchie, to approve the extension of the following City of Dayton eligible lists due to expire in September and October of 2023:

Equipment Operator II (Promotional 3 / Open 8)
Parking and Traffic Enforcement Aide (Promotional 1 / Open 8)
Police Recruit (Open 6)
Police Recruit (Open 1)

The motion passed.

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2. Ms. Oria moved, seconded by Mr. Ritchie, to approve the extension of the following Dayton Public Schools eligible lists due to expire in September and October of 2023:

Food Service Manager (Open 2)

Mechanic (Open 2)

Truck Driver (Open 11)

The motion passed.

3. Ms. Oria moved, seconded by Mr. Ritchie, to uphold the removals of the following from the 2022 Open Competitive Firefighter Recruit eligible list:

- #256 Firefighter Recruit
- #261 Firefighter Recruit

The motion passed.

4. Ms. Oria moved, seconded by Mr. Ritchie, to approve the request to remove the candidates from the eligible lists as noted below:

- Heavy Equipment Mechanic (#3 Open Competitive eligible list) – Candidate was a probationary discharge and is ineligible for any appointment to classified service for a period of two years per Civil Service Rule 10, Section 4.
- Kiln Operator II (#2 Open Competitive eligible list) – Candidate failed to respond to employment notices [Section C].
- Administrative Typist II (#21 Open Competitive eligible list) – Candidate failed to respond to employment notices [Section C].
- Administrative Typist II (#24 Open Competitive eligible list) – Candidate failed to report for employment processing [Section D].

The motion passed.

5. Ms. Oria moved, seconded by Mr. Ritchie, to concur with the Secretary and Chief Examiner’s approval of the revised Dayton Public Schools Head Custodian Promotional and Open Competitive eligible list. The motion passed.

IV. BOARD DISCUSSION ITEMS

None

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V. BOARD COMMENTS

None

VI. SECRETARY AND CHIEF EXAMINER REPORT

See attached.

VII. ADJOURNMENT

Ms. Oria moved, seconded by Mr. Ritchie, that the Civil Service Board meeting of August 24, 2023 be adjourned. The motion passed and the meeting was adjourned at 9:30 a.m.



Ken Thomas,
Secretary and Chief Examiner



Thomas Ritchie, Sr., Chairperson