



City of Wilmington, Ohio
Civil Service Commission
69 N. South Street
Wilmington, Ohio 45177

Civil Service Meeting Minutes February 26, 2024

The Civil Service Commission met in Conference Room #278 at 4:15 PM.

In Attendance: Nikki Quallen, Paul Butler, Leilani Popp, Brian Shidaker, Laura Loggains

Laura Loggains called the meeting to order at 4:15 PM.

Approval of January 31, 2024, meeting minutes

Ms. Quallen asked the commission to review the minutes from the January 31, 2024, meeting. Leilani Popp moved to approve the minutes as presented, with Paul Butler seconding the motion.

Motion passed.

Minutes approved.

Approval of Agenda

Ms. Quallen asked the commission to review the agenda for tonight's meeting. Paul Butler moved to approve the agenda, with Leilani Popp seconding the motion.

Motion passed.

Agenda approved.

AGENDA ITEM #1 -Discussion: Civil Service Commission Role and Responsibilities, presented by Brian Shidaker

Ms. Quallen introduced Brian Shidaker to present to the commission on the purpose and role of the Civil Service Commission. Paul Butler commented that he did not have questions until he reviewed training videos from the state. Ms. Quallen inquired about which positions are under the purview of the Civil Service, and Mr. Shidaker presented a chart on Classified and Unclassified positions. He explained that some personnel issues for collective bargaining units are handled by other entities, and Ms. Loggains commented that the commission will be notified of any issues that may be brought before the commission.

Mr. Shidaker explained the steps involved in disciplinary processes and differentiated between collective bargaining units' contracts and other Classified employees after Mr. Butler commented on the confusion he saw in the training video, and clarified that the former are brought before a mediator and fact-finder, not the commission.



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Ms. Loggains spoke to the commission regarding how the commission determines the eligibility lists, and Mr. Butler inquired about the military credit applied, which was confirmed to be added solely to the written exam score on original appointments only.

Discussion of the process for determining the selection of the Chief of Police was discussed and the commission would like to discuss the process further prior to the position being posted.

Mr. Butler also inquired about the background investigations involved in the hiring process and the process of labor force reductions. Ms. Loggains spoke on the background check processes and Mr. Shidaker confirmed that the Civil Service Commission would be involved in the process of layoffs.

Ms. Popp requested a copy of the city's employee handbook be sent via email to each member to familiarize themselves with policies and procedures.

AGENDA ITEM #2 – Review of Organizational Chart and Classification Ordinances

Ms. Quallen advised that the review of the chart and ordinances were both discussed under agenda item one and asked for clarification regarding the Transit Department's drivers. Ms. Loggains explained that the drivers, call takers, and dispatchers were removed from the classification ordinance in October 2021 and may be returned under new legislation. Mr. Shidaker confirmed that classification applied only to full-time employees at Transit prior to 2021. Ms. Quallen confirmed to the two new commission members that position descriptions are under their purview.

Ms. Quallen inquired about the folders used for commission members and Ms. Loggains confirmed that the information provided is public information and the items can be taken home.

ADJOURNMENT

With no additional matters to discuss, a motion was made by Leilani Popp and seconded by Paul Butler to adjourn.

Motion passed.



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Meeting adjourned at 5:09 PM.

Michael D. Waller