



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

Civil Service Meeting Minutes May 16, 2024

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

In Attendance: Nikki Quallen, Paul Butler, Danny Mongold, Laura Loggains

Nikki Quallen called the meeting to order at 4:17 PM.

Approval of Agenda

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

Motion passed by acclamation.

Agenda approved.

Approval of April 5, 2024, meeting minutes

Ms. Quallen asked the commission to review the minutes from the April 5, 2024, meeting. Paul Butler moved to approve the minutes as presented, by acclamation

Motion passed by acclamation.

Minutes approved.

AGENDA ITEM #1 - Discussion: Chief of Police Promotion Exam

Mr. Mongold advised the commission that Human Resources has posted the promotional exam for the Chief of Police position, has the test scheduled and study materials ordered. Ms. Quallen asked about the process and Mr. Butler asked who administers this exam. Ms. Loggains explained that the written exam is proctored by HR and scored by a third party in Illinois, IOS.

AGENDA ITEM #2 – Eligibility List: Communications Clerk, Police Department

Ms. Loggains advised that Police Dispatch Department has been understaffed for several years; we currently need two full-time dispatchers and are exploring the possibility of two additional part-time employees. Employee attrition and challenges in finding viable candidates have contributed to this issue, and difficulty replacing the psychologist contracted for the psychological exams have led to a delay in the process.

Human Resources requested certification of eligibility for Andrew Neds, who scored a 90% on the exam and has completed the interview as well psychological and polygraph



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exams. His testing group of nine candidates came from an applicant pool of 109 applications. Only five candidates from that exam earned a passing score, and Mr. Neds was the only candidate who successfully completed all the requirements.

Mr. Butler moved by acclamation to approve the eligibility list.

Motion passed by acclamation.

AGENDA ITEM #3 – Eligibility List: Firefighter, Fire Department

Ms. Quallen introduced the agenda item and Ms. Loggains Fire Department has also been understaffed as well, and the delays have paralleled that of the dispatchers. We are currently working from a list with 30 original applicants, with nine remaining as viable candidates.

James Lawton 93.79

Jacob Kendall 84.62

Jason Thomas 75.62

Mr. Butler motioned for the approval of the eligibility list as presented.

Motion passed by acclamation.

AGENDA ITEM #4 – Eligibility List: Water Department Maintenance Worker

Ms. Quallen introduced the agenda item and Ms. Loggains advised that the Water Department currently has two vacancies for attendant/operators, resulting from one resignation and one transfer. The position has been posted repeatedly without success, and the most recent posting resulted in 24 applications, with two candidates attending and passing the exam, with one declining to interview. Human Resources is asking for certification of one:

Bryce Posey 81

Mr. Butler motioned to approve the eligibility list.

Motion passed by acclamation.



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AGENDA ITEM #5 – Scheduling Next Meeting

Ms. Quallen introduced agenda item five and Ms. Loggains requested a second meeting in May for another eligibility list. Mr. Butler and Ms. Quallen agreed to May 30, 2024, at 4:15 PM. Mr. Mongold spoke to the importance of the pending evaluations and expressed his confidence in the new provider completing the

ADJOURNMENT

With no additional matters to discuss, a motion was made by Mr. Butler and seconded by Ms. Quallen to adjourn.

Motion passed.

Meeting adjourned.

Meeting adjourned at 4:34 PM.

A handwritten signature in black ink, appearing to read 'Michael R. Reed', is written across the bottom left of the page.