



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

## **Civil Service Meeting Minutes July 23, 2024**

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

**In Attendance:** Paul Butler, Gustelia Scott, Nikki Quallen, Laura Loggains

Nikki Quallen called the meeting to order at 4:18 PM.

### **Approval of Agenda**

Ms. Quallen asked the commission to review the agenda for tonight's meeting and approval for amendments to the agenda. Ms. Loggains advised that the agenda was amended to include an additional discussion item, and a correction to label that item as number six was needed.

Ms. Scott motioned for the approval of the agenda and Mr. Butler seconded the motion.

Motion passed.

### **Approval of Minutes**

Ms. Quallen asked the commission to review the minutes for prior meeting minutes.

Ms. Loggains offered a point of order – members may not vote to approve minutes from meetings for which they were absent. Ms. Scott was absent on May 16 and Ms. Quallen was absent from the June 30<sup>th</sup> meeting

A motion was made by Mr. Butler to approve the minutes from May 16, 2024, by acclimation.

*Motion passed by acclimation.*

A motion was made by Mr. Butler to approve the minutes from May 30, 2024, by acclimation.

*Motion passed by acclimation.*

A motion was made by Mr. Butler to approve the minutes from June 30, 2024, seconded by Mrs. Scott.

*Motion passed.*

### **AGENDA ITEM #1 – Police Department Sergeant Promotion Exam**

Ms. Quallen introduced the first agenda item, and Ms. Loggains advised the commission that per O.R.C. 124.44, a municipal "Civil Service may require a period of service longer than twelve months for promotion to the rank immediately above the rank of patrol officer," and advised that the administration would like the commission to consider a period of 36 months of employment with the City of Wilmington.



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After a brief discussion on the merit of this request, Mrs. Scott made a motion to approve the 36-month minimum experience requirement for the Patrol Sergeant Promotion, and this motion was seconded by Mr. Butler.

*Motion passed unanimously.*

#### **AGENDA ITEM #2 – Fire Department Lieutenant Promotion Exam**

Ms. Loggains advise the commission that City Council approved a new position of Fire Inspector; additionally, one Lieutenant plans to retire in August, thus necessitating a Promotional Exam for these two lateral positions. No action needed by the Commission at this time.

#### **AGENDA ITEM #3 – Eligibility List: Attendant/Operator, Water Department**

Ms. Loggains advised that two candidates who were in the process for consideration for positions as Plant Attendants both interviewed, and one candidate failed to maintain contact with the City following that interview, thus leaving one candidate for eligibility certification.

Caitlyn Kelly 76

Ms. Loggains explained that first interviews are conducted at City Hall, while second interviews are completed at the Water Plant, which may be a considering factor for candidates who have no prior plant experience.

Mrs. Scott made a motion to certify the eligibility list for the Attendant/Operator position, and Mr. Butler seconded the motion.

*Motion passed unanimously.*



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#### **AGENDA ITEM #4 – Eligibility List: Administrative Assistant**

After Ms. Quallen introduced the eligibility list for the Administrative Assistant positions, Ms. Loggains requested that the commission review the first ten names of the list for certification, per 10.02.

Tamara May	94
Courtney Flint	93
KELLY FISHER	93
Tiffany Whalen	92
Tracy Caudill	92
Alissa Woods	90
Hannah Gaines	89
Jennifer Moore	89
Lou Moore	89
Britny Fairchild	89

Mr. Butler made a motion to certify the eligibility list for the first ten candidates for the Administrative Assistant positions, and Mrs. Scott seconded the motion.

*Motion passed unanimously.*

#### **AGENDA ITEM #5 – Job Descriptions**

Ms. Loggains presented two job descriptions for review and approval. With the departure of the Public Works Director, the city is looking to create a Coordinator position within the Public Works Department to reclassify the Administrative Assistant who manages the grant funds and works with the Public Works' Water and Wastewater Superintendents. Additionally, with the departure of the city's full-time Water Safety Coordinator, the administration plans to hire an Administrative Assistant with a specialized responsibility of obtaining Back Flow certification.

Mr. Butler made a motion to approve the job descriptions for a Coordinator within the Public Works Department and an Administrative Assistant with a Back Flow certification.

Mr. Butler motioned to approve the two job descriptions, with Mrs. Scott seconding the motion.

*Motion passed unanimously.*





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### **AGENDA ITEM #6 – Discussion: Employee Advancement**

Ms. Loggains spoke to the commission regarding the steps the city would like to consider in order to promote Unclassified positions such as Refuse Collectors and Laborers to the Classified status such as Maintenance Workers and would require a written examination. This would pertain to persons who obtain certifications such as Commercial Drivers License Class A and/or B and no decision will be made until the new Human Resources Director takes office. The commission stated their amenability to consider this option in future meetings.

### **ADJOURNMENT**

After a brief discussion regarding scheduling for August's meeting, it was set for August 27, 2024, at 4:15 PM. With no additional matters to discuss, a motion was made by Mrs. Scott to adjourn and seconded by Mr. Butler.

*Motion passed.*

*Meeting adjourned.*

Meeting adjourned at 4:56 PM.

A handwritten signature in dark ink, appearing to read 'Nicole K. Reed', followed by a horizontal line extending to the right.