

VERMILION CIVIL SERVICE COMMISSION

Minutes of October 9, 2018

7:00PM ★ Vermilion Municipal Complex (687 Decatur Street, Vermilion, OH)

ROLL CALL: K. Lieux; C. Adams, J. Estle

ATTENDING: Gwen Fisher, Clerk of Council; Mayor Forthofer, Teresa Mosley

Chairman K. Lieux called the October 9, 2018, meeting to order.

Approval of Minutes:

C. Adams MOVED; J. Estle seconded to approve the minutes of the September 10, 2018 meeting. Vote 3 YEAS. MOTION CARRIED.

Audience Participation:

T. Mosley noted she received the Civil Service Rules and Regulations from G. Fisher upon her request at the September 4 meeting. She questioned whether these rules apply to all individuals who test for a position or whether the rules and regulations only apply to bargaining unit employees. G. Fisher noted under Rule II (2) it states: "Classified Civil Service" refers to and includes all full-time regular members of the Police Department and such other positions in the service of the City of Vermilion as Council shall determine from time to time, in accordance with Article VII, Section 2 of the Charter. In addition, (3) states the "Unclassified Service" refers to and includes all elected officials, members of boards and commissions, directors of departments, and unskilled labor, as well as all positions not specifically included in the municipal civil service, in accordance with Article VII, Section 2 of the Charter. Also, it states under (5) "Municipal Service" shall include those positions in the classified service of the City of Vermilion. K. Lieux didn't think it mattered if you were part of a bargaining unit because the city is a civil service-chartered government, and he feels it covers all employees of the city. G. Fisher felt anyone that took a civil service test prior to their appointment is covered under the rules.

T. Mosely suggested that the Civil Service Rules and Regulations should be supplied to any employee chosen or appointed to a position. G. Fisher said this should be up to the administration to supply these rules to the employee as part of their employee packet. Mayor Forthofer said there was virtually no hiring packet when he took office. The finance department is working on creating an employee manual and employee packet that they are modeling after Erie County. K. Lieux said a copy of the rules and regulations should be on file at City Hall. G. Fisher noted that when she took over Civil Service a copy of the rules was given to her and they are on file in her office. T. Mosley suggested putting an employee tab on the city website where all employees can sign in to obtain any employee information. Mayor Forthofer thought this was a good idea.

New Business:

C. Adams MOVED; J. Estle seconded to adjourn into Executive Session to discuss the Civil Service Rules and Regulations. Vote 3 YEAS. MOTION CARRIED.

K. Lieux reconvened the regular meeting.

K. Lieux MOVED; C. Adams seconded to amend Rule 4(a) of the Civil Service Rules and Regulations

to omit the requirement of establishing two regular meetings during the third week of January for reorganization and the second meeting on or before the third week of October. The meetings will be established as needed. Vote 3 YEAS. MOTION CARRIED.

J. Estle MOVED; C. Adams seconded to amend Rule 4(b) of the Civil Service Rules and regulations to amend the notification requirement of meetings. 3 YEAS. MOTION CARRIED.

The Clerk of Council was directed to make those amendments and the board will formally approve the changes at their next scheduled meeting.

C. Adams MOVED; J. Estle seconded to adjourn the meeting. Vote 3 YEAS. MOTION CARRIED.

Gwen Fisher, Certified Municipal Clerk