

1 COMMISSION MEMBERS PRESENT:

2 Grady L. Pettigrew, President
3 Stefanie L. Coe
4 Delena Edwards

5 PRESENTERS:

6 Richard Cherry
7 Beth Dyke

8 ALSO PRESENT:

9 Amy DeLong
10 Wendy Brinnon

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1 MONDAY AFTERNOON SESSION
2 June 29, 2020
3 12:30 p.m.

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5 P R O C E E D I N G S

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7 BE IT REMEMBERED THAT, on the 29th day of
8 June, 2020, the Municipal Civil Service Commission
9 came for a regular meeting, by videoconference,
10 Grady L. Pettigrew, President. And, the parties
11 appearing by videoconference, as hereinafter set
12 forth, the following proceedings were had:

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14 PRESIDENT PETTIGREW: All right. I will
15 call to order the June 29, 2020 --

16 THE COURT REPORTER: This is Traci. I'm
17 having a lot of trouble hearing.

18 MS. COE: I can't hear him either.

19 MS. EDWARDS: Yeah, I was having trouble
20 hearing him.

21 PRESIDENT PETTIGREW: Is this better?

22 MS. EDWARDS: It is for me.

23 PRESIDENT PETTIGREW: All right. We'll
24 go back. We are calling to order the Civil Service
25 meeting for June 29, 2020. We will following the

1 published agenda.

2 The first item is review and approval of
3 the minutes of the May 26, 2020, special --

4 THE COURT REPORTER: I'm sorry. I'm
5 still having a lot of trouble hearing.

6 MS. EDWARDS: I'm good. I don't know
7 what's going on.

8 PRESIDENT PETTIGREW: Is that better?

9 THE COURT REPORTER: Yes. Much better,
10 thank you.

11 MS. BRINNON: And, Grady, correction to
12 the agenda. The May 26th meeting is a regular
13 meeting, not a special meeting.

14 PRESIDENT PETTIGREW: Okay. All right.

15 MS. COE: I move to --

16 PRESIDENT PETTIGREW: I'm sorry. Say
17 again.

18 MS. COE: I was going to say, I move to
19 approve the minutes from the May 26, 2020, regular
20 meeting.

21 MS. EDWARDS: I second.

22 PRESIDENT PETTIGREW: All in favor, say
23 "Aye."

24 THE COMMISSION MEMBERS: Aye.

1 PRESIDENT PETTIGREW: The minutes are
2 approved.

3 We have no prehearing conference reviews,
4 no Trial Board recommendations.

5 Items 4 and 5 are to be presented
6 together.

7 And that is -- 4 is request of the Civil
8 Service Commission staff to review the specification
9 for the classification Management Analyst I.

10 And No. 5 is for the classification
11 Management Analyst II.

12 MR. CHERRY: Good afternoon. Richard
13 Cherry, personnel analyst with the Civil Service
14 Commission.

15 First of all, I would like to say that
16 all of the items that I'll be presenting today are
17 part of Civil Service's efforts to review all
18 classifications every four to five years.

19 The primary revision to these
20 classifications are to update the "Examples of Work"
21 section to reflect more of the physical and
22 operational duties performed by these
23 classifications.

24 For the Management Analyst II

1 classification, it is recommended that the "Minimum
2 Qualifications" be revised to include experience
3 that would be related to what is obtained while
4 working at the Management Analyst I level.

5 There are no other recommendations at
6 this time.

7 MS. COE: Thank you.

8 I move to support the request of the
9 Civil Service Commission Staff to revise the
10 specification for the classification Management
11 Analyst I, as well as to revise the specification
12 for the classification Management Analyst II.

13 MS. EDWARDS: I second.

14 PRESIDENT PETTIGREW: All in favor, say
15 "Aye."

16 THE COMMISSION MEMBERS: Aye.

17 PRESIDENT PETTIGREW: They are approved.

18 Item No. 6 is the request of the Civil
19 Service Commission staff to revise the specification
20 for the classification Automotive Body Mechanic.

21 MR. CHERRY: The only recommendation for
22 this classification is to include in the "Knowledge,
23 Skills and Abilities" section the ability to stand
24 for extended periods of time. This is to display

1 the physical demands of the job.

2 There are no other recommendations at
3 this time.

4 MS. COE: Thank you. I move to support
5 the request of the Civil Service Commission staff to
6 revise the specification for the classification
7 Automotive Body Mechanic.

8 MS. EDWARDS: I second.

9 PRESIDENT PETTIGREW: All in favor, say
10 "Aye."

11 THE COMMISSION MEMBERS: Aye.

12 PRESIDENT PETTIGREW: It is approved.

13 Item Nos. 7 and 8 will be joined
14 together.

15 Item No. 7, request of the Civil Service
16 Commission staff to revise the specification for the
17 classification Security Specialist, change the
18 probationary period to 365 days, and amend Rule XI
19 accordingly.

20 And for Item 8, it is the request of the
21 Civil Service Commission staff to revise the
22 specification for the classification Security
23 Specialist Supervisor.

24 MR. CHERRY: For these classifications,

1 it is recommended that the "Examples of Work"
2 sections be revised to include statements displaying
3 the devices utilized to maintain building security
4 and computer software utilized to create and modify
5 employee badges and building access.

6 For both "Minimum Qualifications," it is
7 recommended that experience be the only requirement
8 because high school education is not something that
9 you can verify.

10 It is also recommended that the
11 "Knowledge, Skills and Abilities" section be revised
12 to include knowledge of customer service techniques
13 and the ability to remain calm during stressful
14 situations.

15 For the Security Specialist
16 classification, in order to provide individuals with
17 a reasonable amount of time to learn the various
18 aspects of the job, as well as the equipment and the
19 devices utilized, it is recommended that the
20 probationary period be changed to 365 days.

21 There are other recommendations at this
22 time.

23 MS. COE: Thank you.

24 I move to support the request of the

1 Civil Service Commission staff to revise the
2 specification for the classification Security
3 Specialist, change the probationary period to 365
4 days, and amend Rule XI accordingly, as well as the
5 recommendation to -- sorry -- the request of the
6 Civil Service Commission staff to revise the
7 specification for the classification Security
8 Specialist Supervisor.

9 MS. EDWARDS: I second.

10 PRESIDENT PETTIGREW: All in favor, say
11 "Aye."

12 THE COMMISSION MEMBERS: Aye.

13 PRESIDENT PETTIGREW: They are approved.

14 Item No. 9 is the request of the Civil
15 Service Commission staff to revise the specification
16 for the classification Health Information Manager.

17 MS. DYKE: Beth Dyke, personnel analyst
18 with the Civil Service staff.

19 The review of this classification is part
20 of the Civil Service Commission's effort to review
21 all classifications every five years.

22 It is recommended to revise the existing
23 statement within the "Examples of Work" section,
24 which currently discusses reviewing health

1 information and records for completeness and
2 accuracy. The revision would include the addition
3 of language for two important references related to
4 the current statements -- one regarding compliance
5 with state and federal regulations, and the other
6 regarding resolving billing issues or incorrect
7 records.

8 The revision is being proposed based on
9 incumbent feedback, as it was agreed that the
10 specification should make reference to the
11 importance of following state and federal
12 regulations related to reviewing health information
13 and records and also the maintenance of accurate
14 health information records.

15 There are no other proposed revisions at
16 this time.

17 MS. COE: Thank you.

18 I move to support the request of the
19 Civil Service Commission staff to revise the
20 specification for the classification Health
21 Information Manager.

22 MS. EDWARDS: I second.

23 PRESIDENT PETTIGREW: All in favor, say
24 "Aye."

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: It is approved.

3 We have no actions required on Item
4 Nos. 10, 11, 12.

5 There are no disciplinary hearings or
6 Trial Boards today. So, with that, we will adjourn
7 today's meeting.

8 MS. COE: Wait. Don't we have background
9 removals to go over?

10 PRESIDENT PETTIGREW: Oh, I'm sorry. We
11 do. And I have them right here.

12 Background removals. We are in agreement
13 for these A through U on my list:

14 Nick Dolbin, do not reinstate.

15 Alisha Fultz, do not reinstate.

16 Zachary Adams, do not reinstate.

17 Garrett Rivett, do not reinstate.

18 Ian Godby, do not reinstate.

19 Matthew Fojas, reinstate.

20 Bashir Aziz, reinstate.

21 Daryn Weatherspoon, do not reinstate.

22 Yasir Ali, reinstate.

23 Trier Knieper, reinstate.

24 Alexander Tomlison, do not reinstate

1 [sic].

2 Joshua Anderson, reinstate.

3 Hunter Morgan, reinstate.

4 Aaron Abercrombie, reinstate.

5 Dorian Hendrix, reinstate.

6 Douglas Feyh, reinstate.

7 Nicholas Murphy, reinstate.

8 Cody Greenlee, reinstate.

9 Brandon Jackson, reinstate.

10 Roberto Farrar, reinstate.

11 And Luis Calderon, reinstate.

12 MS. COE: Can we go back to Alexander

13 Tomlison? I think that's "reinstate"; correct?

14 PRESIDENT COE: I have it as "do not

15 reinstate."

16 MS. EDWARDS: And I haven't been able to
17 access it the second time. And I don't remember the
18 first time from my review.

19 PRESIDENT PETTIGREW: I went over the --
20 Well, we can table it until we have had a chance to
21 review it, and we can add it to the record at that
22 time.

23 The one you're referring to is Alexander
24 Tomlison?

1 MS. COE: I'm looking real quick here. I
2 have it in front of me. Give me just a second.

3 MS. BRINNON: And I do have Brenda on the
4 line if we need to refer to her.

5 MS. COE: I may have just made a note
6 wrong, if we could just confirm.

7 MS. EDWARDS: I wish I could see it.

8 MS. COE: Give me one second. I have it
9 right here.

10 MS. BRINNON: Yes, we're confirming also
11 through the main folder.

12 Our records show it should be a
13 reinstate, if everyone can confirm.

14 PRESIDENT PETTIGREW: Well, we are
15 following her recommendations, so I would agree with
16 the reinstate.

17 MS. COE: Yes. Let me just confirm that
18 I'm reading the same one. Give me just a second.

19 MS. EDWARDS: I'm good with Brenda's
20 recommendation. I just am having difficulty
21 accessing all of the background removals today. I
22 was fine when I originally looked at them at the end
23 of the week last week and went through them.

24 MS. COE: I have reinstate, which is her

1 recommendation.

2 MS. EDWARDS: Reinstate.

3 PRESIDENT PETTIGREW: All right. So
4 we'll change that to reinstate.

5 Anything further on background removals?

6 MS. COE: No.

7 MS. EDWARDS: No.

8 PRESIDENT PETTIGREW: Anything further
9 with other items?

10 MS. EDWARDS: Wendy, if you could hang
11 around after we're done, I would appreciate it.

12 MS. BRINNON: Yes. Or I can call you.

13 MS. EDWARDS: Okay.

14 PRESIDENT PETTIGREW: Anything else on
15 other items on the agenda today?

16 MS. COE: No. Thank you.

17 MS. EDWARDS: No.

18 PRESIDENT PETTIGREW: All right. If not,
19 then we are adjourned. Thank you very much.

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21 And, thereupon, the meeting was
22 concluded at approximately 12:42 p.m.

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C-E-R-T-I-F-I-C-A-T-E

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I do hereby certify that the foregoing is a

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true, correct and complete written transcript of the

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proceedings in this matter, taken by me on the

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29th day of June, 2020, and transcribed from my

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stenographic notes.

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TRACI E. PEOPLES
Professional Reporter and
Notary Public in and for
the State of Ohio

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My Commission Expires: July 15, 2024

The Commissioners adjourned the special meeting at 12:42 p.m.

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Grady L. Pettigrew, Jr., President

Date