

**CIVIL SERVICE COMMISSION
REGULAR MEETING
March 18, 2021
MINUTES**

Call To Order

The Civil Service Commission met in regular session on Thursday, March 18, 2021 at 11:00 a.m. at 105 N. Main Street (second floor conference room), Washington C.H., Ohio 43160.

Roll Call

The meeting was called to order at 11:00 a.m.

Present: Chairman Dr. Allen Griffiths, John H. Roszmann, Susan Wollscheid, Fire Chief Tim Downing, Police Chief Brian Hottinger, Police Lieutenant Jeff Funari and Civil Service Commission Secretary McKenna Brown.

Approval of Minutes

1.) The minutes of February 18, 2021.

Mr. Roszmann moved and Mrs. Wollscheid seconded the following motion:

MOTION: *To approve the minutes as presented.*

At roll call, the vote resulted as follows: *Chairman Griffiths, "Aye" Mr. Roszmann "Aye" and Mrs. Wollscheid "Aye".*

MOTION CARRIED

BUSINESS SECTION

1. Police Department: Certify Entry Level Patrolman combined exam

The presented list are the combined results (Chapter 9.01 of the Civil Service Board of Washington Court House Rules and Regulations) from the previous eligibility list certified on 9/17/2020, expiring on 9/17/2021 and the written examination conducted by Public Service Testing Associates, LLC on March 13, 2021, plus military credit.

Mr. Roszmann moved and Mrs. Wollscheid seconded the following motion:

MOTION: *To certify the Police Department Entry Level Combined List.*

At roll call, the vote resulted as follows: *Chairman Griffiths, "Aye" Mr. Roszmann "Aye" and Mrs. Wollscheid "Aye".*

MOTION CARRIED

2. Police Department: Lateral Transfers

Lieutenant Funari presented the board members with a binder of additional later transfer information. Funari explained that the binder held information that he gathered from surrounding counties' lateral movement policies. He stated these documents obtained the criteria and rules that the Washington Court House Police Department would like to follow.

Mr. Roszmann inquired on who would be writing these rules.

Police Chief Hottinger stated that there were two options for whom would write the rules. "One, the city attorney would write the rules with Lieutenant Funari and the civil service board could make adjustments. Or option two, the civil service board and Lieutenant Funari write the rules and have the city attorney review them."

Mr. Roszmann stated that there will need to be an application specifically for Lateral Transfer Applicants.

Chief Hottinger explained that the current employment application will be adjusted by Lieutenant Funari, making a separate application for lateral transfers.

The board members agreed to look over the binder of additional information given and continue lateral transfer discussion at the next meeting.

The board members agreed to contact Mr. Pitstick the City of Washington Court House attorney to write new lateral transfer rule.

OTHER BUSINESS.

No other business discussed.

ADJOURNMENT

There being no further discussion, Mrs. Wollscheid moved and Mr. Roszmann seconded the following motion:

MOTION: *To adjourn the March 18, 2021 Civil Service Commission meeting.*

At roll call, the vote resulted as follows: *Chairman Griffiths, "Aye", Mr. Roszmann "Aye", Mrs. Wollscheid "Aye".*

MOTION CARRIED.

Meeting adjourned at approximately 11:20 a.m.

APPROVED this 15th day of April, 2021.

Respectfully Submitted,



McKenna Brown, Recording Secretary



Dr. Allen Griffiths, Chairman

