

## MEETING OF THE WHITEHALL CIVIL SERVICE COMMISSION

January 14, 2016

In Attendance: Rose Handon, Linda Berridge, Ann Lund, Tina Craft, and April Ricciardo were all present.

Linda Berridge called the January meeting of the Civil Service Commission to order at 5:05 p.m. with herself, Linda Berridge, Ann Lund, Tina Craft, and April Ricciardo all present. Guest, Mayor Maggard.

- A. The introduction of new commission member Tina Craft was presented by Mayor Maggard at the start of the meeting. The Mayor recited the oath of office to Ms. Tina Craft and she said I do. Therefore, the civil service commission is now fully staffed. The Mayor exited the meeting following the oath of office.
- B. Linda Berridge nominated Rose Handon to be the 2016 Chair of the civil service commission. Tina Craft 2<sup>nd</sup> the motion. The motion was carried with all in favor.
- C. The commission members reviewed December's meeting minutes.
  - a. Linda motioned to approve the December meeting minutes as written. Rose seconded the motion. The motion was carried with all in favor.
- D. Ann informed the commission the first CWA negotiations has met for one session to basically set the ground rules. The second session is to have the CWA give the City their proposal. The next session is set to be later this month. A brief explanation of the negotiation process and classified employees was given to Tina by all members. Linda brought up the issues in the California case and was curious if that would affect our contracts here in Whitehall. It was mentioned that it would have to go through state legislature before it ever got to the municipal level. Rose asked if there is consideration for using a data matrix with other municipalities of similar size to do comparisons for benefits, wages, holidays, etc. Ann said that yes, they will be compiling such data and presenting, if needed, during the negotiations.
- E. The EMS coordinator update was that Michael Burnes has been selected for the position of EMS Coordinator and seems to be getting off to a good start. There was not any additional information for the commission but no news is good news.
- F. The Accounting Specialist the Auditor hired was Mary Mouzon. She started on January 4, 2016. Her status at this time is unsure. The commission felt collectively that, as stated on numerous occasions, there needed to be a support structure, a training structure to assist the employee through the logical levels of training in this department. There needs to be consensus from everyone in the department to fully support the training needs of new employees. It is absolutely critical in the beginning. It sets the foundation! There also needs to be constant supervision with the new trainee and the development of a training guide should be established. The commission is hoping that the Auditor learns

from history and is more cognoscente of his/their actions regarding new employees within that department. Tina questioned a snapshot of expectations in this role. Rose discussed the need for baseline training for all probationary employees and that HR needs to shift the paradigm. Ann offered to work on performance evaluations through NEOGOV with all 90 day probationary employees. She also stated she would meet with the Auditor and Michelle Carberry to formulate a template for training. It is our role to support leadership to move forward and help manage the managers.

- G. The commission was filled in that police Officer John Chirac was sworn in on 01/06/16 and his start date would be 01/18/16.
- H. Interviews for the Police Dispatchers were scheduled with 3 of the initial 5 candidates (Aaron Holman, Sara Holley & Sara Smith) for 01/28/16. HR would update the commission at the next meeting regarding decisions and hopefully 'potential' conditional offers of employment.
- I. Miscellaneous topic: Ann mentioned that the IT issue with the ethics commission had been more concerning for Gahanna than Whitehall. The Mayor has prepared the legislation for Tuesday, January 19, 2016 City Council meeting and is expecting the municipal shared services agreement to pass. More information to follow up at the next meeting. Members inquired if there is a model of cost sharing and how common that is statewide? Had there been any research regarding shared services between municipalities? Tina clarified that the position was not filled and was curious how the City was to track the progress or digression of how this shared services agreement is working out? Ann was unsure how exactly answer that however she indicated the Mayor was willing to try this for the maybe 6 months. Rose wanted it to be said that the commission appreciated the Mayor reaching out and receiving an ethics opinion.
- J. The search for Deputy Auditor is still ongoing. Ann mentioned to the commission that the person (Brent Householder) that accepted the job and started on 01/04/16, had walked off the job same day. We received an email the following morning stating his resignation. It is the intent to actually now post the position and review applications of qualified candidates. We will follow up on the progress of this search in the Auditor's office.
- K. Ann also mentioned the training she and April attended via George Flanagan in the Mayor's initiative for leadership training. This was held on January 11, 2016 and was very beneficial to the leaders in the room. The next session will be March 7, 2016.
- L. Meeting was adjourned at 6:35 pm.
- M. I hereby certify that the foregoing is a true copy of the proceedings of the Whitehall Civil Service Commission held on January 14, 2016.

April Ricciardo,  
Human Resource Generalist

