



# City of Gahanna

## Meeting Minutes

### Civil Service Commission

200 South Hamilton Road  
Gahanna, Ohio 43230

*Paul L. Bittner, Chair*  
*Stephen A. Patterson, Vice Chair*  
*Mark Foster*  
*Paul Leithart*  
*Beryl Piccolantonio*

*Kimberly Banning, Clerk of Council*

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Tuesday, January 3, 2017

6:30 PM

City Hall Committee Rooms

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#### Organizational Meeting

#### A. CALL TO ORDER - Mayor Thomas R. Kneeland

Gahanna City Council met in Regular Session on Tuesday, January 3, 2017, in Council Chambers of City Hall, 200 South Hamilton Road, Gahanna, Ohio. Mayor Kneeland called the meeting to order at 6:30 p.m. Agenda for this meeting was published on December 30, 2016.

#### B. SWEAR-IN NEWLY APPOINTED COMMISSION MEMBER - Mark Foster

Mayor Kneeland administered the Oath of Office to Mark Foster.

#### C. ROLL CALL

**Present** 4 - Paul Leithart, Mark Foster, Paul L. Bittner, and Beryl Piccolantonio

**Absent** 1 - Stephen A. Patterson

#### D. ELECTION OF CHAIR

Leithart nominated Bittner as Chair. A motion was made by Leithart, seconded by Piccolantonio, to nominate Bittner as Chair. The motion carried by the following vote:

**Yes:** 4 - Leithart, Foster, Bittner and Piccolantonio

**Absent:** 1 - Patterson

#### E. ELECTION OF VICE CHAIR

Bittner nominated Patterson as Vice Chair. A motion was made by Leithart, seconded by Piccolantonio, to nominate Bittner as Vice Chair. The motion carried by the following vote:

**Yes:** 4 - Leithart, Foster, Bittner and Piccolantonio

**Absent:** 1 - Patterson

**F. ESTABLISH DAY FOR REGULAR MEETINGS**

Bittner says the commission has been fairly consistent on this matter in the past 2 or 3 years. The first Tuesday of each month as needed at 6:30 pm. Meeting schedule can be flexible as needed for appellants. No dissent was made by others.

**G. AMEND AND ADOPT RULES OF PROCEDURE & RULES AND REGULATIONS**

[2017-0010](#)

2016 Rules & Regulations - Civil Service Commission

Bittner discusses some Charter changes which were made in the fall, causing some jobs to no longer be classified as "service." This change causes the Chief and Deputy Chief out of the classified service. Rule 6 (process of filling a vacancy for the Police Chief or Deputy Police Chief) has now been removed. Rather, the position will now be filled by the Safety Director as a discretionary appointment. Bittner doesn't think there is much to debate due to this being a simple Charter change. City Attorney Ewald wanted to ensure a motion to approve these changes allows for the adoption to, with the recommendation of counsel, renumber if possible to prevent any inconsistencies. These changes had been previously sent to the Commission members with the renumbering already shown. Bittner then asks for a motion to amend and adopt the Rule of Regulations effecting the Civil Service Commission to be consistent with the Charter changes which were part of the November of 2016 Municipal Election. Bittner went on to say the motion would amend the rules and regulations to delete Rule 6, which would delete the procedure for the Police Chief and Deputy Chief selection process. The motion would also have a recommendation from the commission to City Council to adopt the rules as amended (deleting Rule 6) and renumber the subsequent sections as needed for consistency and ensure any portions which are not deleted are consistent with the collective bargaining.

**A motion was made by Leithart, seconded by Piccolantonio, amend and adopt the Rule of Regulations effecting the Civil Service Commission to be consistent with the Charter: The motion carried by the following vote:**

**Yes:** 4 - Leithart, Foster, Bittner and Piccolantonio

**Absent:** 1 - Patterson

**H. ADJOURNMENT OF ORGANIZATIONAL MEETING**

by Chair Bittner.

**I. CALL REGULAR MEETING TO ORDER**

Chair Bittner called the regular meeting to order.

**J. HEARING OF VISITORS**

None.

**K. NEW BUSINESS**

None.

**L. OLD BUSINESS**

None.

**M. CORRESPONDENCE AND ACTIONS**

None.

**N. OFFICIAL REPORTS****a. Director of Human Resources**

Discussed tabled provided to the commission of all employees considered to be under Civil Service. This table was provided since certain positions are no longer under the Civil Service. Cochran informed the commission that Rule 6 had been used in filling the position of the Deputy Chief and had worked well. Bittner asked if there are any positions listed within the table which are not covered by the collective bargaining agreement to which Cochran stated there is only one - the Building and Heating Inspector in Public Service. As of January 1, this position is no longer under the supervisory ordinance. Cochran went on to say that the Rule 6 process had been used to fill the Deputy Chief position because had begun in 2016, finished in December, made the offer to the candidate and sworn in on the 29th. Going forward, it is predicted that the majority of the Rule 6 procedure would be used for other positions. This is because the Director of Public Safety liked the process and would therefore likely want to continue using the process. This process included the use of an outside panel, used at the discretion of the Director of Public Safety and Human Resources, which seemed to work very well.

**b. Chair**

Bittner stated that he has nothing new to add to the processes for hiring. Bittner did state that he feels the largest role for the future will be to hear appeals from applicants who feel that the hiring process was unfair or improper to the extent that there is one non-bargaining unit civil servant that would really only be within the direct appellate jurisdiction of the board. Cochran agreed that the only other rare occasion for someone to appear before the board would be if their contract was silent as to arbitration.

**O. POLL COMMISSION FOR COMMENT**

None.

**P. ADJOURNMENT**

by Bittner 6:46 p.m.