

**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
January 21, 2021  
MINUTES**

**Call To Order**

The Civil Service Commission met in regular session on Thursday, January 21, 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 October 15, 2020.**

Mrs. Wollscheid moved and Chairman Griffiths seconded the following motion:

***MOTION:** To approve the minutes as presented.*

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

***MOTION CARRIED***

**2.) The minutes of December 17, 2020.**

Mr. Roszmann moved and Chairman Griffiths seconded the following motion:

***MOTION:** To approve the minutes as presented.*

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

***MOTION CARRIED***

## **BUSINESS SECTION**

### **1. Police Department: Entry Level Patrolman exam**

Police Chief Brian Hottinger explained the need for a new entry level patrolman exam. He stated the current entry level patrolman list expires September 17<sup>th</sup> of 2021. Though the current list has not yet expired, only four names currently remain on that list. After June of 2021, only three names will remain active, because of age requirements. Chief Hottinger expressed the urgency in this matter and explained that in March of 2021 the Police Department will have three vacancies.

Mrs. Wollscheid moved and Chairman Griffiths seconded the following motion:

***MOTION:** To approve the request for an Entry Level Patrolman exam.*

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

***MOTION CARRIED***

### **2. Police Department – Proposal from Lieutenant Jeff Funari**

Police Lieutenant Funari presented each Civil Service Commission board member a packet of Police Department "Lateral Transfer" information and research that he had acquired. Funari added to Police Chief Hottinger's expression of urgency in filling the Police Departments vacancies. He explained that by adopting these lateral transfer rules into the current City of Washington Court House Civil Service Commission rules, it would allow the Police Department to hire applicants who are already Ohio Peace Officer certified. By doing so applicants can surpass the written and physical portion of the hiring process, allowing the Police Department to hire qualified applicants in a timelier manner. Funari stated by approving lateral transfers, Washington Court House Police Department would be able to stay competitive in the hiring process and believes this is the best chance to fill all upcoming vacancies.

Discussion among board members and mention of current civil service hiring rules took place.

Fire Chief Tim Downing inquired about lateral transfers rules. He expressed how it could benefit the hiring process of the Fire Department as well.

Chairperson Roszmann stated that if the board approves the lateral transfer proposal, they should look into approving these rules for both the Police and Fire Department.

Lieutenant Funari added that he will present the lateral transfer proposal to the City of Washington Court House Service Safety and Recreation board and inform the Civil Service Commission board of his findings at the next meeting.

Chairman Griffiths moved and Mrs. Wollscheid seconded the following motion:

**MOTION:** *To review the City of Washington Court House Civil Service Rules and Regulations pertaining to the matter and review the Lateral Transfer packet of information presented.*

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

**MOTION CARRIED**

**OTHER BUSINESS**

No other business discussed.

**ADJOURNMENT**

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

**MOTION:** *To adjourn the January 21, 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 11:35 a.m.

**APPROVED** this 18<sup>th</sup> day of February, 2021.

Respectfully Submitted,

  
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McKenna Brown, Recording Secretary

  
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Dr. Allen Griffiths, Chairman

