



**Personnel Board**  
**March 23, 2023 - 6:00 PM**  
**233 South Main Street, Monroe, Ohio**

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**Call to Order**

**Roll Call**

**Approval of Minutes**

- Personnel Board Minutes of December 15, 2022 and January 26, 2023

**Old Business**

**New Business**

- Ratify the certification of the eligibility lists for the positions of Patrol Officer, Firefighter, and Dispatcher.
- Approval to administer an exam for the position of Operator/Laborer

**Administrative Reports**

- Discussion of approval process of eligibility lists

**Adjournment**



**Monroe Personnel Board Minutes  
January 26, 2023  
233 South Main Street, Monroe, Ohio**

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***Roll Call: 6:00 pm***

Personnel Board members present: John Routson, Matt Romito, Darrel Basford, and Stephanie Sellman.

**Approval of Minutes**

Mr. Routson moved to approve the minutes for the October 5, 2022 meeting; seconded by Mr. Romito. Voice vote. Motion carried.

**New Business**

**Approval to administer an exam for the position of Firefighter.**

Mrs. Johnson stated that the city had forty-five applicants in total. Out of that forty-five only twenty-four of those submitted scores through National Testing Network. Sixteen of the twenty-four remaining did not pass or schedule their physical agility examinations. The city gave five conditional offers of employment. One of the five accepted an offer from another jurisdiction, one failed the background process. This left the department with three hires from this process. The city has had three resignations in the Fire Department in the past 60 days so we will need to fill those positions as well.

Mr. Basford moved to approve to administer an exam for the position of Firefighter; seconded by Mr. Routson. Voice vote. Motion carried.

**Approval to administer an exam for the position of Dispatcher.**

Mrs. Johnson stated that 101 applied with only Nineteen scheduling to take the exam. Two failed of the nineteen failed the exam leaving seventeen candidates. One withdrew from the process, nine failed the interview or failed to schedule an interview. The city hired two from this exam. The department currently has one opening left due to a retirement.

Mr. Romito moved to approve to administer an exam for the position of Dispatcher; seconded by Mr. Routson. Voice vote. Motion carried.

**Approval to administer an exam for the position of Patrol Officer.**

Mrs. Johnson stated that twenty-four applied for the patrol officer position. Of the twenty-four, eight of those failed to submit testing scores through National Testing Network leaving fifteen candidates remaining. Four of the fifteen failed the panel interview. Five withdrew from the process. The department hired three from this list. The department had one officer resign and we will need to fill that position.



Mr. Basford moved to approve to administer an exam for the position of Patrol Officer; seconded by Mr. Romito. Voice vote. Motion carried.

***Adjournment***

Mr. Routson moved to adjourn; The Personnel Board meeting adjourned at 6:05pm.

Stephanie Sellman, President

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**Monroe Personnel Board Minutes**  
**January 26, 2023**  
**233 South Main Street, Monroe, Ohio**

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***Roll Call: 6:00 pm***

Personnel Board members present: John Routson,, Matt Romito, Darrel Basford, and Stephanie Sellman.

**Election of Officers**

Mr. Routson moved to appoint Stephanie Sellman as Board Chair; seconded by Mr. Romito. Voice vote. Motion carried.

Mr. Routson moved to appoint Mr. Romito as Vice Chair; seconded by Mrs. Sellman. Voice vote. Motion carried.

***Adjournment***

Mr. Routson moved to adjourn; The Personnel Board meeting adjourned at 6:02pm.

Stephanie Sellman, President

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## Entry Level Patrol Officer Eligibility List

Test Date: 12/16/22 - 1/31/23

Last Name	First Name	Score	Extra Credit	Final Score
WYCKOFF	CHARLES	90.33	22.58	112.91
PATTERSON	JENNA	86.52	21.63	108.15
RAY	JOSEPH	88.85	17.77	106.62
LANGDON	JONATHAN	88.17	17.63	105.8
KELCH	TYLER	85.93	17.19	103.12
COLO	JOSHUA	84.35	16.87	101.22
COTTER	ZACHARIAH	87.85	13.18	101.03
BAYER	ZACHARY	90.01	9	99.01
CULLERS	DILLON	88.69	8.87	97.56
DAVIS	MALCOLM	80.39	16.08	96.47
MATTINGLY	SARAH	86.36	8.64	95
MARLING	TYLER	89.81	4.49	94.3
ALFORD	JALEN	90.37	0	90.37
WHITE	BRUCE	89.62	0	89.62
RAY	DIMA	88.36	0	88.36
MCGREW	JACOB	87.97	0	87.97
ROMERO ORNELAS	ERNESTO	86.50	0	86.5
DASCANI	NICHOLAS	85.98	0	85.98
SCALONGE	MICHAEL	79.31	0	79.31
SCEARCE	HUNTER	76.80	0	76.8

**Current Weighting Parameters**

Test	Weight
Frontline National Video Score	33.34%
Frontline National Writing Score	33.33%
Frontline National Reading Score	33.33%

**Result (Pass/Fail) Parameters**

Test	Minimum Passing Score
Weighted Score	70.0

Report prepared on: 02/16/2023 05:04AM PST  
Closing List No  
List All candidates except exclusive

**Entry Level Firefighter Eligibility List**

**Testing Date: 12/16/22 - 1/31/23**

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Score</u></b>	<b><u>Extra Credit</u></b>	<b><u>Final Score</u></b>
CARON	ANDREW	91.65	18.33	109.98
HUNTER	DOMINIC	95.39		95.39
COMMISSO	JOSEPH	94.07		94.07
RUSS	ZACHARY	91.65		91.65
GROSS	KYLE	91.74		91.47
HATMAKER	NATHANIAL	90.54		90.54
FERRELL	JOSHUA	90.25		90.25
TODHUNTER	TYLER	89.06		89.06
MORRIS	KAITLYN	88.95		88.95
MELE	COLIN	88.70		88.7
WATKINS	LILLI	87.06		87.06
CONTE	ASHTON	86.20		86.2
PEARSON	CLAYTON	85.63		85.63
HORMAN	ADAM	77.11		77.11

**Current Weighting Parameters**

Test	Weight
FireTEAM Human Relations Score	25%
FireTEAM Mechanical Score	25%
FireTEAM Math Score	25%
FireTEAM Reading Score	25%

**Result (Pass/Fail) Parameters**

Test	Minimum Passing Score
Weighted Score	70

Report prepared on: 02/14/2023 11:33AM PST  
Closing List No  
List All candidates except exclusive

**Dispatcher Eligibility/Ranking List**  
**Exam Date: 2/11/2023**

<u>Last Name</u>	<u>First Name</u>	<u>Score</u>	<u>Rank</u>
AKER	STEVEN	98.18	1
GIRI	MEGAN	98.18	1
ROMERO	NOAH	98.18	1
KNITTEL	CHRIS	90.91	2
ORICK	TIFFANY	90.91	2
STIMSONMURPHY	SARA	89.09	3
BOULEY	SARAH	87.27	4
GLEESON	JOHN	87.27	4
GIRI	DALTON	85.45	5
VOLSKI	LEISEL	83.64	6
RAMSEY	TIFFANY	81.82	7
GERTH	JEFFREY	78.18	8
GONZALEZ	GABRIEL	78.18	8
FAIR	HALEY	74.55	9
HERREN	HEATHER	74.55	9
RODRIGUEZ	HAILEY	74.55	9
AMBURGEY	AUSTIN	72.73	10

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**In all other areas of the rules it states that Personnel Board must “approve” and action, but in regards to eligibility lists the rules state that the Board shall “prepare” the eligibility list. The Personnel Board Secretary, Human Resource Manager, and Assistant City Manager ask the board to consider changing the duties of the secretary to be able to automatically certify an eligibility list after they create it. All other actions with an eligibility list will remain with the Board. This will allow departments to access candidate 1-2 weeks faster to fill positions.**

### **3.3**

#### **B. Appointment and Duties of the Secretary**

The Board shall appoint a suitable person to act as Secretary to the Board, who shall also act as its Clerk. In the absence of the Secretary, the Board may appoint a member of the Board or another person to act as the temporary Secretary of the Board in the place of the Secretary. A Board member who serves as Secretary shall not receive any compensation for said service. The Secretary shall perform the following duties:

1. Attend all meetings of the Board and keep the minutes thereof;
2. Keep in the form of minutes a record of the official actions of the Board;
3. Be available in the municipal administration building during regular business hours for the purpose of receiving calls, accepting service of filings, and providing access to Board records;
4. Process all applications;
5. Accurately and properly maintain all of the records of the Board;
6. Keep all files in proper order;
7. Prepare and deliver, or cause to be delivered, notices, and other communications ordered by the Board;
8. Properly furnish appointing authorities with eligibility lists;
9. Maintain an official roster and service lists;
10. Handle such correspondence as the Board shall determine;
11. Make available to the public those documents deemed to be public records under the terms of R.C. 149.43;
12. Perform other duties as assigned by the Board.

#### **8.1 Preparation of Eligible Lists**

The Board shall **prepare** and keep open to public inspection, from the results of each examination, an eligible list of those persons whose general average score in the examination is not less than the minimum passing grade, and who are otherwise eligible for appointment. Such persons shall be ranked upon the eligible list as candidates in the order of their relative excellence as determined by the examination without reference to priority of the time of examination.

Whenever it becomes necessary to hold a subsequent examination in order to obtain additional eligible candidates, the Board may consolidate existing lists for the same class by rearranging the names of those eligible therein according to their score. All those persons whose names appear

on an existing list, which is to be merged with a new list, shall have an opportunity to compete in the second examination.