

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
August 20, 2025 2:00 p.m.

A regular meeting of the Toledo Civil Service Commission is being held at the time and place above.

Present: Commission President David L. O'Connell
Commission Member Wilma D. Brown
Commission Member Sheila Eason
Andrea Cromer, Secretary (Toledo Civil Service Commission)
Michael J. Niedzielski, Director (Human Resources)
Victoria Coleman, Deputy Director (Human Resources) (Absent)
Tiffany Whitman, Director (Office of Diversity, Equity & Inclusion)
Kelly Murphy, Manager-Administrative Services (Selection & Evaluation)
Silvia Fofrich, Administrative Analyst 3 (Selection & Evaluation) (Absent)
Nathan Weidner, Administrative Analyst 2 (Selection & Evaluation)
Toni L. McCoy, Administrative Analyst 1 (Selection & Evaluation)

Review and approval of minutes from Regular Meeting August 6, 2025. A motion to approve the minutes was made, seconded and approved unanimously at the August 20, 2025 Regular Meeting.

ANNOUNCEMENTS:

2025-00120 Automotive Service Worker (CP/CR) announce Thursday August 21, 2025 to Wednesday September 3, 2025
2025-00205 Water Loss Equipment Technician (CP/CR) announce Thursday, August 21, 2025 to Wednesday, August 27, 2025
2025-00211 Bridge Operator (CP/CR) announce Thursday, August 21, 2025 to Wednesday, September 3, 2025
2025-00201 Senior Storekeeper (CP) announce Thursday, August 21, 2025 to Wednesday, September 3, 2025
2025-00209 Traffic Signal Technician (NCP/NCR) announce Thursday, August 21, 2025 to Wednesday, September 3, 2025
2025-00195 Legal Technician (NCP/NCR) announce Thursday, August 21, 2025 to Wednesday, September 3, 2025

All Approved.

ELIGIBLE LISTS:

2025-00105 Police Officer (OPOTC Graduates) add Makinnah Billegas, Timothy Superczynski, and OAaron Szegedi
2025-00092 Police Officer (Lateral Transfer) add Timothy Hollis, Camron Martin, Samantha Pitzen, Nicholas Zemenski
2025-00087 IT Security and Compliance Administrator (CR) add Asma Baig, Thomas Fawehinmi, Sean Hadley, Jeffrey Howard, Adam Lewandowski, Naveen Mandadi, Dennis McCree, Vinay Menon, Abakar Oumar, Avula Thirumala Rao, Zach Shinaver, T Srikanth, Scott Valerius, Brian Voltz
1-2026 Police Officer (CR)- see memo
2024-00743 Program Monitoring Specialist (NCR) add Nichole Macknight and James Matzinger
2025-00162 Building and Grounds Maintenance Worker (CP/CR) add Claud Meyers, Kevin Davis, Walter Noble, Stephanie Cox and Justin Espino
2025-00178 Forestry Inspector (NCP) add Steven Martinez and Macon Mauchmar
2025-00189 Historical Review Specialist (NCP) add Basil Lowe, IV
2025-00185 Administrative Specialist-Taxation (NCP) add Deborah McGhee, Deborah Rutowski, William Rybarczyk and April Weber
2025-00122 Automotive Service Worker (CR) add Jerome Johnson
2025-00126 Heavy Equipment Operator 2 (CP/CR) add Robierre Cullers, William Moore, Stacy Bucher, Sara Kulczak, Brad Roby, and Andre Warren Sr.

ELIGIBLE LISTS (CONTINUED):

2019-00234 Engineering Associate (NCR – Continuous) add Emma Allen, Zachary Caughton, Leon Jones, Marlon Marques Feitosa Filho, Matthew Murphy, Jake Simmet, Jennifer Steffes, and Benjamin Weintz

2025-00169 Senior Water Control Room Operator (NCP) add Kristin Ayres, Luis Pino, and David Scott

2020-00007 Professional Engineer (NCR – Continuous) add Ziad Musallam

2025-00096 Instrumentation Technician (NCR – Continuous) add Kevin Printke

All Approved.

CLASSIFICATION REPORTS:

None

OTHER:

RCA – APPEARANCE – Disqualification of Eligibility for Building and Grounds Maintenance Worker – Nicholas Gogol (TM)

Former City of Toledo employee, Nicholas Gogol applied and could potentially be placed on the eligible list for the Building and Grounds Maintenance Worker. Mr. Gogol departed his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Building and Grounds Maintenance Worker. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Gogol be notified that there is just and reasonable cause to believe that he is not qualified for appointment and is subject to removal from the recruitment process for the position of Building and Grounds Maintenance Worker. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where he will be afforded an opportunity to be heard. If he fails to appear at the hearing or if it is established at the hearing that he is disqualified for appointment, then his name will be removed from the recruitment process for the position of Building and Grounds Maintenance Worker.

After review and discussion, the Commission agreed that there is just and reasonable cause for Mr. Gogol to be disqualified from the recruitment process for the position of Building and Grounds Maintenance Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

After review, discussion, and appearance by Mr. Gogol, the Commission upheld their decision that there is just and reasonable cause for Mr. Gogol to be disqualified from the recruitment process for the position of Building and Grounds Maintenance Worker pursuant to Rule 60.00, Section 60.03.

RCA – APPEARANCE – Disqualification of Eligibility for Building and Grounds Maintenance Worker – Robert Brown, III (TM)

Former City of Toledo employee, Robert Brown III applied and could potentially be placed on the eligible list for the Building and Grounds Maintenance Worker. Mr. Brown departed his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Building and Grounds Maintenance Worker. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Brown be notified that there is just and reasonable cause to believe that he is not qualified for appointment and is subject to removal from the recruitment process for the position of Building and Grounds Maintenance Worker. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where he will be afforded an opportunity to be heard. If he fails to appear at the hearing or if it is established at the hearing that he is disqualified for appointment, then his name will be removed from the recruitment process for the position of Building and Grounds Maintenance Worker.

After review and discussion, the Commission agreed that there is just and reasonable cause for Mr. Brown III to be disqualified from the recruitment process for the position of Building and Grounds Maintenance Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

After review, discussion, and appearance by Mr. Brown the Commission's decision is on hold appending additional information.

OTHER (CONTINUED):

RCA – APPEARANCE – Disqualification of Eligibility for Building and Grounds Maintenance Worker – Stephen Adkins (TM)

Former City of Toledo employee, Stephen Adkins applied and could potentially be placed on the eligible list for the Building and Grounds Maintenance Worker. Mr. Adkins departed his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Building and Grounds Maintenance Worker. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Adkins be notified that there is just and reasonable cause to believe that he is not qualified for appointment and is subject to removal from the recruitment process for the position of Building and Grounds Maintenance Worker. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where he will be afforded an opportunity to be heard. If he fails to appear at the hearing or if it is established at the hearing that he is disqualified for appointment, then his name will be removed from the recruitment process for the position of Building and Grounds Maintenance Worker.

After review and discussion, the Commission agreed that there is just and reasonable cause for Mr. Adkins to be disqualified from the recruitment process for the position of Building and Grounds Maintenance Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

After review, discussion, and failure of Mr. Adkins to appear, the Commission upheld their decision that there is just and reasonable cause for Mr. Adkins to be disqualified from the recruitment process for the position of Building and Grounds Maintenance Worker pursuant to Rule 60.00, Section 60.03.

RCA – APPEARANCE – Disqualification of Eligibility for Clerk Specialist II – Jennifer Trapp-Burch (TM)

Former City of Toledo employee, Jennifer Trapp-Burch applied and could potentially be placed on the eligible list for the Clerk Specialist II. Ms. Trapp-Burch departed her employment under unfavorable circumstances; therefore, there is just and reasonable cause that she should be disqualified from the recruitment process for the position of Clerk Specialist II. Based on all of the facts and analysis above, it is recommended to the Commission that Ms. Trapp-Burch be notified that there is just and reasonable cause to believe that she is not qualified for appointment and is subject to removal from the recruitment process for the position of Clerk Specialist II. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where she will be afforded an opportunity to be heard. If she fails to appear at the hearing or if it is established at the hearing that she is disqualified for appointment, then her name will be removed from the recruitment process for the position of Clerk Specialist II.

After review and discussion, the Commission agreed that there is just and reasonable cause for Ms. Trapp-Burch to be disqualified from the recruitment process for the position of Clerk Specialist II pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

After review, discussion, and appearance by Ms. Trapp-Burch, the Commission's decision is on hold appending additional information.

After review and discussion, the Commission upheld their decision that there is just and reasonable cause for Ms. Trapp-Burch to be disqualified from the recruitment process for the position of Clerk Specialist II pursuant to Rule 60.00, Section 60.03.

RCA – Request to Submit a Late Application for Administrative Specialist (Taxation) – Kimberly Harris (TM)

Kimberly Harris has requested to submit a late application for the position of Administrative Specialist (Taxation). Based on the information provided, Staff recommends that the Commission deny Ms. Harris' request to submit a late application to the position of Administrative Specialist (Taxation).

After review and discussion, the Commission denied Ms. Harris' request to submit a late application for the position of Administrative Specialist (Taxation).

OTHER (CONTINUED):

RCA – Disqualification of Eligibility for Maintenance Worker I and Utility Worker – Vernelle Williams (NW)

Former City of Toledo employee, Vernelle Williams applied and could potentially be placed on the eligible list for the Maintenance Worker I and Utility Worker. Mr. Williams departed his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the positions of Maintenance Worker I and Utility Worker. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Williams be notified that there is just and reasonable cause to believe that he is not qualified for appointment and is subject to removal from the recruitment process for the positions of Maintenance Worker I and Utility Worker. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where he will be afforded an opportunity to be heard. If he fails to appear at the hearing or if it is established at the hearing that he is disqualified for appointment, then his name will be removed from the recruitment process for the positions of Maintenance Worker I and Utility Worker.

After review and discussion, the Commission agreed that there is just and reasonable cause for Mr. Williams to be disqualified from the recruitment process for the positions of Maintenance Worker I and Utility Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

RCA – Disqualification of Eligibility for Maintenance Worker I and Utility Worker – Eric Williams (NW)

Former City of Toledo employee, Eric Williams applied and could potentially be placed on the eligible list for the Maintenance Worker I and Utility Worker. Mr. Williams parted his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the positions of Maintenance Worker I and Utility Worker. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Williams be notified that there is just and reasonable cause to believe that he is not qualified for appointment and is subject to removal from the recruitment process for the positions of Maintenance Worker I and Utility Worker. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where he will be afforded an opportunity to be heard. If he fails to appear at the hearing or if it is established at the hearing that he is disqualified for appointment, then his name will be removed from the recruitment process for the positions of Maintenance Worker I and Utility Worker.

After review and discussion, the Commission agreed that there is just and reasonable cause for Mr. Williams to be disqualified from the recruitment process for the positions of Maintenance Worker I and Utility Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

OTHER (CONTINUED):

RCA – Disqualification of Eligibility for Maintenance Worker I – Kelsey Brothers (NW)

Former City of Toledo employee, Kelsey Brothers applied and could potentially be placed on the eligible list for the Maintenance Worker I. Mr. Brothers departed his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Maintenance Worker I. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Brothers be notified that there is just and reasonable cause to believe that he is not qualified for appointment and is subject to removal from the recruitment process for the position of Maintenance Worker I. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where he will be afforded an opportunity to be heard. If he fails to appear at the hearing or if it is established at the hearing that he is disqualified for appointment, then his name will be removed from the recruitment process for the position of Maintenance Worker I.

After review and discussion, the Commission agreed that there is just and reasonable cause for Mr. Brothers to be disqualified from the recruitment process for the position of Maintenance Worker I pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

RCA – Disqualification of Eligibility for Maintenance Worker I – Andy Temple (NW)

Former City of Toledo employee, Andy Temple applied and could potentially be placed on the eligible list for the Maintenance Worker I. Mr. Temple departed his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Maintenance Worker I. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Temple be notified that there is just and reasonable cause to believe that he is not qualified for appointment and is subject to removal from the recruitment process for the position of Maintenance Worker I. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where he will be afforded an opportunity to be heard. If he fails to appear at the hearing or if it is established at the hearing that he is disqualified for appointment, then his name will be removed from the recruitment process for the position of Maintenance Worker I.

After review and discussion, the Commission agreed that there is just and reasonable cause for Mr. Temple to be disqualified from the recruitment process for the position of Maintenance Worker I pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

RCA – Expiration of Eligible list – Safety and Training Specialist (NW)

An eligible list for the position of Safety and Training Specialist was certified by the Commission on July 16, 2025. Interviews were scheduled for two (4) candidates on the recruitment lists on July 22, 2025. One (1) candidate withdrew from consideration and did not attend the interview and one (1) candidate was given a conditional offer of employment and subsequently declined the position. The remaining two (2) candidates have limited experience in large scale safety program management in a closely related industrial environment and the division does not feel that they possess the experience and competencies needed to succeed in this position. Pursuant to Civil Service Rule 60.02 an eligible list may be expired if there “fewer than three (3) names remaining.” As there is currently only two (2) names remaining on the eligible list, The Division of Water Reclamation is therefore requesting permission to expire the Safety and Training Specialist eligible list at this time and to repost the position for continuous non-competitive promotion and recruitment beginning August 21, 2025.

Approved.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

Nicholas Gogol – **Appeared.**

Robert Brown III – **Appeared.**

Stephen Adkins – Not able to appear – **Did not appear.**

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:44pm.