

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**February 19, 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 Wilma D. Brown  
Commission Member David L. O'Connell  
Commission Member Sheila Eason  
Andrea Cromer, Secretary (Toledo Civil Service Commission)  
Michael Niedzielski, Director (Human Resources) (Absent)  
Victoria Coleman, Deputy Director (Human Resources)  
Tiffany Whitman, Director (Office of Diversity, Equity & Inclusion) (Absent)  
Kelly Murphy, Manager-Administrative Services (Selection & Evaluation) (Absent)  
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 February 5, 2025. A motion to approve the minutes was made, seconded and approved unanimously at the February 19, 2025 Regular Meeting.**

---

**ANNOUNCEMENTS:**

2024-00738 Trades Mechanic (NCP/NCR) announce continuously starting Thursday, February 20, 2025  
2025-00017 Real Estate Specialist (NCP/NCR) announce Thursday, February 20, 2025 to Wednesday, March 5, 2025  
2025-00026 Building & Grounds Maintenance Worker (CP/CR) announce Thursday, February 20, 2025, to Wednesday, February 26, 2025  
2025-00028 Recreation Crew Leader (CP) announce Thursday, February 20, 2025 to Monday, February 24, 2025

**All Approved.**

**ELIGIBLE LISTS:**

2024-00656 AMI Specialist (CP) add Lanie Brackett, Jason Rahm, Jennifer Zilba, and Laura Matthews  
2024-00734 Clerk Specialist II (CP) add Melissa Alford  
2024-00439 Construction Monitor (NCP-Continuous) add Dave Adams  
2024-00732 Safety and Training Specialist (NCP/NCR) add George Catellier, Cody Lamb, Richard May, Damilol Osamika, and Tiffani Petry  
2019-00234 Engineering Associate (NCR-Continuous) add Justinee Adams, Derrick Brandt, Khrih Ceu, Nickolas Cravens, Jan-Christoph Durst, and Laurynn Wieland  
2024-00641 Neighborhood Development Specialist (NCP/NCR) add Ja'Mai Bell, Torre Benzing, John Berry, Zach Boraby, Charmaine Brown, Mark Cisek, Jordan Glaze, Stephanie Hull, Robert Kohler, Rashida McDuffie, Nichole Nauden, Christopher Raschke, Clayton Roach, Dianna Ross and Olukayode Sotayo  
2024-00743 Program Monitoring Specialist (NCP/NCR) add Scarlett Allison, Kelley Allred, Tonielle Barton, Torre Benzing, Jasmine Coombs, Jacob Furge, Stephanie Hull, Brandon Jones, Edwin Lawell, Adam Panas and Lorenzo Zamora  
2024-00735 Maintenance Worker I (CR) add Eric Berg, Gregory Deleon, Dana Edwards, Justin Foufos, Antwaun Gibson, Donny Granvel, Sherron Griffin, James Holmes, Michael Ivery, Jeremie Jones, David Kelly, Christopher Louis, Derrike Orns, Omar Ortiz, Jeff Peace, Matthew Schafer, Austin Williams, Manley Edwards, Joshua Specht, Joseph Wetmore, James Grays, Temon Hinton, Amber Szabo, Justin Weber, Aaron Layson, Clarence Robinson, Alex Urbina, Shinar Walton, and Traeshaun Battle

**ELIGIBLE LISTS (CONTINUED):**

2024-00725 Police Records Clerk (CP/CR) add Alize Morr, Katherine Imm, Alejandro Rodriguez, Rebecca Legare, Priscilla McClelland, Michael Mercurio, Jami Gopp, Amber McClair, Calandra Reasonover-Payne, Murphy Banks, Rita Whitlock, Gwendolyn Brown, Teahirra Reditt, Dylan Trzcinski, and Danetta Walker  
2023-00274 Tree Service Worker (CR) add Gregory Scott

**All Approved.**

**CLASSIFICATION REPORTS:**

Parks & Recreation Specialist (New) **Approved.**

**OTHER:**

**RCA – APPEARANCE – Disqualification of Eligibility for Maintenance Worker I – Vernelle Williams (TM)**

Former City of Toledo employee, Vernelle Williams applied and could potentially be placed on the eligible list for the Maintenance Worker I. 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 position of Maintenance Worker I. 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 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. Williams 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.*

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

**RCA – APPEARANCE – Disqualification of Eligibility for Maintenance Worker I – Thomas Kozakiewicz (TM)**

Former City of Toledo employee, Thomas Kozakiewicz applied and could potentially be placed on the eligible list for the Maintenance Worker I. Mr. Kozakiewicz 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. Kozakiewicz 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. Kozakiewicz 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.*

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

**OTHER (CONTINUED):**

**RCA – APPEARANCE via Zoom – Disqualification of Eligibility for Maintenance Worker I – Anthony Parker (TM)**

Former City of Toledo employee, Anthony Parker applied and could potentially be placed on the eligible list for the Maintenance Worker I. Mr. Parker 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. Parker 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. Parker 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.*

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

**RCA – APPEARANCE via Zoom– Disqualification of Eligibility for Maintenance Worker I, Police Records Clerk, Storekeeper, Safety and Training Specialist and AMI Specialist – David Gilbert (NW)**

Former City of Toledo employee, David Gilbert applied and could potentially be placed on the eligible lists for the Maintenance Worker I, Police Records Clerk, Storekeeper, Safety and Training Specialist and AMI Specialist. Mr. Gilbert 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, Police Records Clerk, Storekeeper, Safety and Training Specialist and AMI Specialist. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Gilbert 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, Police Records Clerk, Storekeeper, Safety and Training Specialist and AMI Specialist. 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 listed above, and that he be disqualified from applying for any positions with the City of Toledo for a period of 6 months.

*After review and discussion, the Commission agreed that there is just and reasonable cause for Mr. Gilbert to be disqualified from the recruitment process for the position of Maintenance Worker I, Police Records Clerk, Storekeeper, Safety and Training Specialist and AMI Specialist pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.*

**After review, discussion, and failure of Mr. Gilbert to appear via Zoom, the Commission upheld their decision that there is just and reasonable cause for Mr. Gilbert to be disqualified from the recruitment process for the positions of Maintenance Worker I, Police Records Clerk, Storekeeper, Safety and Training Specialist, and AMI Specialist pursuant to Rule 60.00, Section 60.03. In addition, the Commission ruled that Mr. Gilbert will be disqualified for all positions that he applies to for a period of six (6) months, beginning February 19, 2025.**

**OTHER (CONTINUED):**

**RCA – Disqualification of Eligibility for Surveyor Associate – Sven Oval (NW)**

Former City of Toledo employee, Sven Oval applied and could potentially be placed on the eligible list for the Surveyor Associate. Mr. Oval 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 Surveyor Associate. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Oval 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 Surveyor Associate. 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 listed above, and that he be disqualified from applying for any positions with the City of Toledo for a period of 6 months.

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

**RCA – Disqualification of Eligibility for Watermain and Service Repair Worker, and Sewer and Drainage Service Worker – Brendan Bernath (NW)**

Former City of Toledo employee, Brendan Bernath applied and could potentially be placed on the eligible lists for the Watermain and Service Repair Worker, and Sewer and Drainage Service Worker. Mr. Bernath 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 Watermain and Service Repair Worker, and Sewer and Drainage Service Worker. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Bernath 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 Watermain and Service Repair Worker, and Sewer and Drainage Service 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 Watermain and Service Repair Worker, and Sewer and Drainage Service Worker.

**After review and discussion, the Commission agreed that there is just and reasonable cause for Mr. Bernath to be disqualified from the recruitment process for the positions of Watermain and Service Repair Worker, and Sewer and Drainage Service Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.**

**RCA – Appeal of rejection of Application for Safety and Training Specialist – Megan Bush (NW)**

Megan Bush has appealed the rejection of her application for the position of Safety and Training Specialist for not meeting the minimum experience requirements. Based on the information received, Staff recommends that Ms. Bush's appeal be denied and that she be deemed not qualified for the position of Safety and Training Specialist. **After review and discussion, the Commission denied Ms. Bush's appeal and upheld the rejection of her application due to not meeting the minimum experience requirements for the position of Safety and Training Specialist.**

**OTHER (CONTINUED):**

**RCA – Disqualification of Eligibility for Automotive Repair Technician – Robert Zielinski (TM)**

Former City of Toledo employee, Robert Zielinski applied and could potentially be placed on the eligible list for the Automotive Repair Technician. Mr. Zielinski 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 Automotive Repair Technician. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Zielinski 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 Automotive Repair Technician. 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 Automotive Repair Technician.

**After review and discussion, the Commission agreed that there is just and reasonable cause for Mr. Zielinski to be disqualified from the recruitment process for the position of Automotive Repair Technician pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.**

**RCA – Request to Submit a Late Application for Maintenance Worker I – Wade C. White (TM)**

Wade C. White has requested to submit a late application for the position of Maintenance Worker I. Based on the information provided, Staff recommends that the Commission deny Mr. White's request to submit a late application to the position of Maintenance Worker I.

**After review and discussion, the Commission denied Mr. White's request to submit a late application for the position of Maintenance Worker I.**

**RCA – Appeal of Rejection of Application for Administrative Project Coordinator – Rashida McDuffie (TM)**

Rashida McDuffie has appealed the rejection of her application for the position of Administrative Project Coordinator for not meeting the minimum experience requirements. Based on the information received, Staff recommends that Ms. McDuffie's appeal be denied and that she be deemed not qualified for the position of Administrative Project Coordinator.

**After review and discussion, the Commission denied Ms. McDuffie's appeal and upheld the rejection of her application due to not meeting the minimum experience requirements for the position of Administrative Project Coordinator.**

**RCA – Appeal of Rejection of Application for Program Monitoring Specialist – Judi Ragans-Williams (TM)**

Judi Ragans-Williams has appealed the rejection of her application for the position of Program Monitoring Specialist for not meeting the minimum experience requirements. Based on the information received, Staff recommends that Ms. Ragans-Williams' appeal be denied and that she be deemed not qualified for the position of Program Monitoring Specialist.

**After review and discussion, the Commission denied Ms. Ragans-Williams' appeal and upheld the rejection of her application due to not meeting the minimum experience requirements for the position of Program Monitoring Specialist.**

**OTHER (CONTINUED):**

**RCA – Clerical Skills Test – Police Records Clerk (AC)**

The following individuals completed the clerical skills test for the position of Police Records Clerk on February 10, 2025, and February 12, 2025. A passing score for Police Records Clerk is 30 wpm. (An \* denotes a passing score.)

Last Name	First Name	WPM
Ayers	Diane	19
Banks	Murphi	37*
Davis	Andrea	23
Gopp	Jami	47*
Imm	Katherine	62*
McClair	Amber	46*
Mercurio	Michael	50*
Myers	Arlethea	14
Olejniczak	Anne Marie	29
Redditt	Tearhirra	31*
Scott	Nakala	23
Trzcinski	Dylan	30*
Whitlock	Rita	33*

It is recommended that the above scores be approved and placed on record for two (2) years as provided for in the Civil Service Skills Testing Policy.

**After review and discussion, the Commission approved the request as recommended. Scores will be placed on record for two (2) years as provided for in the Civil Service Skills Testing Policy.**

**INFORMATIONAL PURPOSES:**

None

**APPEARANCES:**

Vernelle Williams – **Appeared**.

Thomas Kozakiewicz – **Appeared**.

Anthony Parker via Zoom – **Did not appear**.

David Gilbert via Zoom – **Did not appear**.

**EXTENSIONS:**

None

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 2:53pm.**