

Civil Service Commission (CSC)
Minutes
January 21, 2026

City of Lancaster
104 E. Main Street
1897 Room, 2nd Floor
Lancaster, OH 43130

Board Chair Karen Rotkis called the meeting to order at 4:44 pm.

Board Secretary Robert Wolfinger called roll call and announced there was a quorum.

Attendees:

Civil Service Commission Member, Michael Crites, Co-Chair
Civil Service Commission Member, Karen Rotkis, Chairperson
Civil Service Commission Member, Robert Wolfinger, Secretary
Service Safety Director, Carrie Woody
Assistant Law Director, Mitch Harden

Guests:

Police Acting Chief, Chris Caton
Police Acting Asst. Chief, Brian Underwood

Mr. Wolfinger made a motion to approve minutes from the December 16, 2025, meeting, seconded by Mr. Crites. Minutes were approved.

Ohio House Bill 44 Discussion

City of Lancaster assistant Law Director Mitch Harden was present to review and discuss parameters of Ohio House Bill 44. The only major change for the CSC is it may streamline process for individuals transferring to the City of Lancaster from other Ohio law enforcement departments. The intent of HB 44 is to provide a clearer and streamlined interpretation of the process permitting transfers to and from law enforcement agencies. As this legislation is promulgated, additional procedures will be established.

Update CSC Rules and Regulations

The current “Rules and Regulations” of the City of Lancaster Civil Service Commission reflects Thomas E. Hammer as a member of the Commission. Mr. Hammer resigned from his Commission position effective September 30, 2025. Robert Wolfinger was appointed to fill Mr. Hammer’s position effectively October 1, 2025. His term will expire on September 30, 2031. These were the only changes made to the “Rules and Regulations.”

Mr. Wolfinger made a motion to approve a Resolution to update the Civil Service Commission “Rules and Regulations,” seconded by Mr. Crites Motion was passed by unanimous vote.

Civil Service Commission Procedures

Assistant Law Director Harden forwarded a PowerPoint presentation, “Lancaster Civil Service Commission, Overview & Orientation for New Members” (copy attached to the minutes.) This was previously discussed at the January 21, 2026, meeting.

With the recent change in Civil Service Commission leadership and two relatively “new” members it was decided to review and potentially update current operating procedures. During this and future board meetings time will be allocated to discuss potential changes to ensure Lancaster CSC is always in compliance with the Ohio Revised Code.

During this meeting the following was agreed upon:

- All future Fire and Police applicant testing will be hosted in City of Lancaster City Hall.
- All future employment tests will be proctored with a paid outside professional.
- City of Lancaster Fire & Police Chiefs with Secretary Wolfinger to assess current testing and promotional procedures.

Certification of the 2025 NTN Patrolman Test

Following a brief discussion, Mr. Crites made a motion to certify the 2025 NTN December City of Lancaster Police Patrolman test. seconded by Mr. Wolfinger. Motion was passed by unanimous vote.

General Discussion

None

Old Business

None

New Business

None

The next meeting will be held at Lancaster City Hall, E Main St., Lancaster, Ohio, 43130, 1897 conference room, on Tuesday, February 17, 2026, at 4:30 pm.

Chair Rotkis adjourned the meeting at 5:36 P.M.

Minutes prepared by: Robert C. Wolfinger, Secretary