

GROVE CITY CIVIL SERVICE COMMISSION MEETING MINUTES

April 21, 2025

Agenda Item A: Call to Order/Roll Call

The meeting was called to order at 9:00 a.m.

Members in Attendance: Marjorie Brant, Chair; Keith Larsen, Member; Ed Fleming, Member; and Jennifer Uhrin, Secretary

Others in Attendance: Kim Hettinger, and Bill Vedra

Agenda Item B: Approval of Minutes – Mr. Fleming made a motion to accept the March 24, 2025 meeting minutes as submitted; seconded by Mr. Larsen. Vote Taken – Motion Approved.

Agenda Item C: New Items

1. **City of Grove City** – Ms. Liz Reed with Optimal Testing Solutions prepared the following lists:
 - a. **Service Facilities – Housekeeping Technician** – Mr. Larsen made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported receiving 24 applications for two open positions. Vote Taken – Motion Approved.
 - b. **Service Crew Leader – Facilities Maintenance** – Mr. Fleming made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported this was a promotional test for internal candidates. Vote Taken – Motion Approved.
 - c. **Parks and Rec. Supervisor Strategic Operations** – Mr. Larsen made a motion to accept list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported that this was a new position and 38 applications were received. Vote Taken – Motion Approved.
 - d. **Parks and Rec. P.A.R.K. Coordinator** – Mr. Larsen made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported that 63 applications were received. Vote Taken – Motion Approved.
 - e. **Parks and Rec. Specialist – Sports and Wellness** – Mr. Fleming made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported that this was a new position and was posted internally. Vote Taken – Motion Approved.

Agenda Item D: Open Discussion

The next meeting is scheduled for May 19th at 9:00 a.m.

Agenda Item E: Adjourn - The meeting adjourned by unanimous consent at 9:14 a.m.

Jennifer Uhrin, Secretary

Marjorie Brant, Chair