

GROVE CITY CIVIL SERVICE COMMISSION MEETING MINUTES

May 19, 2025

Agenda Item A: Call to Order/Roll Call

The meeting was called to order at 9:06 a.m.

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

Members Absent: Marjorie Brant, Chair

Others in Attendance: Kim Hettinger and Bill Vedra

Agenda Item B: Approval of Minutes – Mr. Fleming made a motion to accept the April 21, 2025 meeting minutes as submitted; seconded by Mr. Larsen. Vote Taken – Motion Approved.

Agenda Item C: New Items

1. **South Western City Schools** – Mr. Bowshier prepared the following lists:
 - a. **Maintenance Specialist** - Mr. Larsen made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Vote Taken – Motion Approved.
 - b. **Head Cook** - Mr. Larsen made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Vote Taken – Motion Approved.
 - c. **Head Custodian** - Mr. Fleming made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Vote Taken – Motion Approved.
2. **City of Grove City** – Ms. Liz Reed with Optimal Testing Solutions prepared the following lists:
 - a. **Recreation Specialist - Facilities** – Mr. Larsen made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported receiving 62 applications. Vote Taken – Motion Approved.
 - b. **Service Technician – Traffic Signal, Roadway Lighting, and Electric** – Mr. Fleming made a motion to postpone this item to the June 16, 2025 meeting; seconded by Mr. Larsen. Vote Taken – Motion Approved.
 - c. **Service Technician – Urban Forestry** – Mr. Larsen made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported that 25 applications were received, but only 12 applicants progressed to the physical assessment and seven passed the physical assessment. Vote Taken – Motion Approved.
 - d. **Service Technician – Fleet Mechanic** - Mr. Fleming made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported that five applications were received, but only two applicants attended and passed the physical assessment. Vote Taken – Motion Approved.
 - e. **I.S. Security and Infrastructure Administrator** - Mr. Larsen made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported that this was a new position and 19 applications were received. Vote Taken – Motion Approved.

- f. Parks Maintenance Supervisor** – Mr. Larsen made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported that four applications were received and as this was a promotional listing only three names are on the list per code. Vote Taken – Motion Approved.

Agenda Item D: Open Discussion

The next meeting is scheduled for June 16th at 9:00 a.m. Mr. Larsen is not available for this meeting.

Agenda Item E: Adjourn - The meeting adjourned by unanimous consent at 9:21 a.m.

Jennifer Uhrin, Secretary

Keith Larsen, Acting Chair