

# GROVE CITY CIVIL SERVICE COMMISSION MEETING MINUTES

**June 16, 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; Ed Fleming, Member; and Jennifer Uhrin, Secretary

Members Absent: Keith Larsen

Others in Attendance: Kim Hettinger and Bill Vedra

**Agenda Item B: Approval of Minutes** – Chair Brant made a motion to accept the May 19, 2025 meeting minutes as submitted; seconded by Mr. Fleming. 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. **Park Maintenance Crew Leader** – Chair Brant made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported this was an internal posting for a promotional position. Vote Taken – Motion Approved.
  - b. **RecSchool Coordinator** – Chair Brant made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported this opening was due to a retirement and 20 applications were received, but only nine met the minimum qualifications to be on the list. Vote Taken – Motion Approved.
  - c. **Facility Maintenance Technician** - Chair Brant made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported that 35 applications were received. Vote Taken – Motion Approved.
  - d. **Police Officer** - Chair Brant made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported that there are six openings for the August academy and only 25 applications were received with the top 15 appearing on the list presented. Briefly discussed retirements such as being a minimum of 21 years old and passing a physical fitness test, psychological assessment, and background check. Vote Taken – Motion Approved.
  - e. **9-1-1 Public Safety Communications Dispatcher** - Chair Brant made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported receiving 101 applications for this position that has two openings. Vote Taken – Motion Approved.
  - f. **Service Technician – Traffic Signal, Roadway Lighting & Electric** Chair Brant made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported that this list was postponed from the May 19, 2025 meeting to allow for the removal of non-applicable skills questions and re-scoring of applications. Vote Taken – Motion Approved

**Agenda Item D: Open Discussion**

The next meeting is scheduled for July 21<sup>st</sup> at 9:00 a.m. Mr. Fleming is not available for this meeting.

**Agenda Item E: Adjourn** - The meeting adjourned by unanimous consent at 9:15 a.m.

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Jennifer Uhrin, Secretary

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Marjorie Brant, Chair