

GROVE CITY CIVIL SERVICE COMMISSION MEETING MINUTES

July 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; and Vikki Stoneking, Secretary

Members Absent: Ed Fleming

Others in Attendance: Kim Hettinger and Bill Vedra

Agenda Item B: Approval of Minutes – Chair Brant made a motion to accept the June 16, 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. **Building Inspector** – Chair Brant made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving eight applications, five of which met the qualifications. Mr. Larsen questioned scores under 70%. Ms. Hettinger explained the passing percentage was lowered due to the lack of applicants. Vote Taken – Motion Approved.
 - b. **Electrical Inspector** – Chair Brant made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving three applications, two of which met the qualifications. Vote Taken – Motion Approved.
 - c. **Community Relations Specialist** - Chair Brant made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving 71 applications with the top 12 on the list. Vote Taken – Motion Approved.
 - d. **Public Service Department Manager** - Chair Brant made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving 22 applications with the top 12 on the list. 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. Larsen. Reviewed list. Ms. Hettinger reported receiving 101 applications. The list contains 13 names as there are two positions available. Vote Taken – Motion Approved.

Agenda Item D: Open Discussion

The next meeting is scheduled for August 18th at 9:00 a.m. Discussed scoring standards. All candidates passed minimum qualifications, therefore allowed minimum scoring, with the caveat that if hired, the candidate would be trained.

Agenda Item E: Adjourn - The meeting adjourned by unanimous consent at 9:22 a.m.

Vikki Stoneking, Secretary

Marjorie Brant, Chair