

GROVE CITY CIVIL SERVICE COMMISSION MEETING MINUTES

September 15, 2025

Agenda Item A: Call to Order/Roll Call

The meeting was called to order at 9:05 a.m.

Members in Attendance: Marjorie Brant, Chair; Keith Larsen, Member; and Jennifer Uhrin, 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 August 18, 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 Crew Leader – Specialty** - Chair Brant made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported that this was a promotional posting and per code only the top three names appear on the list. Vote Taken – Motion Approved.
 - b. **Parks and Recreation Coordinator – P.A.R.K. & Youth Programming** – Chair Brant made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving forty-five applications. This position covers the after-school childcare program and summer camps. Reviewed program staffing levels. Vote Taken – Motion Approved.
 - c. **Facility Maintenance Aquatics Technician** – Chair Brant made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported that this position is available due to a promotion and two of the applicants are internal. Vote Taken – Motion Approved.
 - d. **Aquatics and Facilities Coordinator – Park and Recreation** - Chair Brant made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving twelve applications. This position oversees lifeguards at the Big Splash and scheduling at the pavilions. Reviewed the testing process. Vote Taken – Motion Approved.
 - e. **Service Technician – Urban Forestry** - Chair Brant made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving nineteen applications with seventeen passing the physical exam. Vote Taken – Motion Approved.
 - f. **Adaptive and Special Initiatives Supervisor** - Chair Brant made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving fifteen applications with nine passing. Mr. Larsen questioned a possible discrepancy in the scoring. Ms. Hettinger to contact Optimal Testing for confirmation. No vote was taken. Chair Brant then made a motion to postpone this item to the October 20, 2025 regular meeting; seconded by Mr. Larsen. Vote Taken – Motion Approved.

- g. Service Technician – Sewer and Street Maintenance** - Chair Brant made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving twenty-five applications with three positions available. Vote Taken – Motion Approved.

Agenda Item D: Open Discussion

The next meeting is scheduled for October 20, 2025. Mr. Larsen may not be able to attend.

Agenda Item E: Adjourn - The meeting adjourned by unanimous consent at 9:25 a.m.

Jennifer Uhrin, Secretary

Marjorie Brant, Chair