

GROVE CITY CIVIL SERVICE COMMISSION MEETING MINUTES

November 17, 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

Agenda Item B: Approval of Minutes – Chair Brant made a motion to accept the October 20, 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. **Aquatics and Strategic Programs Coordinator** - Chair Brant made a motion to accept the list as presented; seconded by Mr. Fleming. Briefly discussed job duties. Reviewed list. Ms. Hettinger reported receiving 14 applications with 11 of those passing the training and experience requirements. Vote Taken – Motion Approved.
 - b. **Service Technician – Traffic Signal, Roadway Lighting and Electric** – Chair Brant made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported receiving 11 applications with only five passing both the training and experience and physical exam requirements. Vote Taken – Motion Approved.
 - c. **Adaptive and Strategic Programs** – Chair Brant made a motion to accept the list as presented; seconded by Mr. Fleming. Briefly reviewed job duties. Reviewed list. Vote Taken – Motion Approved.

Agenda Item D: Open Discussion

The next meeting is scheduled for December 15, 2025

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

Jennifer Uhrin, Secretary

Marjorie Brant, Chair