

GROVE CITY CIVIL SERVICE COMMISSION MEETING MINUTES

December 15, 2025

Agenda Item A: Call to Order/Roll Call

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

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

Others in Attendance: Bill Vedra and Kim Hettinger

Agenda Item B: Approval of Minutes – Chair Brant made a motion to accept the November 17, 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. **Deputy Director Parks and Recreation** – Mr. Fleming made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving 32 applications with all of them having at least five years of experience in Parks and Recreation and supervisory duties. Vote Taken – Motion Approved.
 - b. **Community Relations Manager** – Mr. Fleming made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported this opening is due to an impending retirement scheduled for March. She received 59 applications. All applicants on the list have supervisory experience and work history in marketing or public relations. Vote Taken – Motion Approved.
2. **Meeting Dates – January and February 2026** – Discussed moving upcoming meeting dates due to them falling on holidays. Commission agreed to move the January meeting to Tuesday, January 20, 2026 and the February meeting to Tuesday, February 17, 2026. Time remains the same.

Agenda Item D: Open Discussion – No discussion.

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

Jennifer Uhrin, Secretary

Marjorie Brant, Chair