



City of Kent

Monday April 21, 2025

Civil Service Commission Meeting
320 S. Depeyster St., Kent, Ohio 44240

MINUTES

The Civil Service Commission meeting was called to order at 5:06pm by Kathy Coleman.

Present: Tony Mosca; Sarah Wesley; Kathy Coleman; Marilyn Sessions (late arrival)

Also present: Police Chief Nick Shearer; Fire Chief Jamie Samels; Community Development Director Bridget Susel; Law Director Hope Jones

Civil Service Commission

- Motion to approve February 2025 meeting minutes was made by Sara, seconded by Tony and passed unanimously
- Motion to approve March 2025 meeting minutes was made by Tony, seconded by Sara, and passed unanimously
- Personnel changes were discussed.
- Kathy advised that the language changes to Rules 5.01 and 6.02 of the Civil Service Rules and Regulations were approved by Council on April 16, 2025 and updates have been made to the Rules and Regulations to reflect the new language.

Budget and Finance

No business

Community Development

Bridget requested an update to the job description of the Building Services Supervisor position, as well as an exceptional appointment since the Ohio Building Code requirements for the position already call for specific exams and professional licensing.

Motion to approve updates to the Building Services Supervisor job description and authorize the position for exceptional appointment was made by Marilyn; seconded by Tony and passed unanimously.

Health Department

No business

Safety Department

Hope proposed adding new sections to the Rules and Regulations regarding promotion of fire and police chiefs, namely including an interview with the City Manager which will count for 10 percent of the total exam score. Also, for the Police Chief position only, candidates from outside the department will be permitted to apply.

Motion to approve the new sections and take to Council for final approval was made by Marilyn, seconded by Tony, and passed unanimously.

Service Department

No business

New Business

None

Old Business

None

Adjournment

Motion to adjourn was made to Marilyn, seconded by Tony and passed unanimously. Meeting was adjourned at 5:23pm.