



City of Kent

Monday February 17, 2025

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

MINUTES

The Civil Service Commission meeting was called to order at 5:05 by Marilyn Sessions.

Present: Marilyn Sessions, Sarah Wesley, Kathy Coleman

Also present: Police Chief Nick Shearer, Melanie Baker, Service Director

Civil Service Commission

MOTION TO APPROVE THE MINUTES from the January 2025 meeting was made by Sarah; seconded by Marilyn; passed unanimously.

Personnel changes were discussed. A correction was made to the termination date of Leah Frazier, from 2/12/25 to 2/21/25.

Budget & Finance

No action

Health Department

No action

Safety Administration

MOTION TO APPROVE TEST for the position of Administrative Assistant* to the Police Chief was made by Sarah; seconded by Marilyn; passed unanimously.

MOTION TO APPROVE TEST for the position of Secretary to the Police Chief* was made by Marilyn; seconded by Sarah; passed unanimously.

*Note that the same test will be used for both positions.

MOTION TO EXTEND POLICE CAPTAIN'S ELIGIBLE LIST UNTIL 4/18/26 was made by Marilyn; seconded by Sarah; passed unanimously.

It was pointed out that the language of Rule 6.02 Duration of Eligible Lists was somewhat ambiguous. Marilyn requested that Kathy consult with the Law Director to clarify the language.

Service Administration

MOTION TO APPROVE TEST for the position of Waste Water Plant Operator was made by Marilyn; seconded by Sarah; passed unanimously.

MOTION TO APPROVE TEST for the position of Water Plant Operator was made by Sarah; seconded by Marilyn; passed unanimously.

MOTION TO APPROVE TEST for the position of Engineering Aide was made by Sarah; seconded by Marilyn; passed unanimously.

New Business

None

Old Business

Kathy reported that she spoke with the Law Director who confirmed that there would be no conflict with a member of the CSC serving on the Board of Education, but there would be a conflict with serving as a Council member. Sarah reported that she will be running for an at-large Council position and acknowledged that she would need to vacate her position on the CSC if she were to win the Council seat.

Adjournment

MOTION TO ADJOURN was made by Sarah; seconded by Marilyn; passed unanimously. The meeting was adjourned at 5:47pm.