



City of Kent

Monday March 17, 2025
Civil Service Commission Meeting
320 S. Depeyster St., Kent, Ohio 44240

MINUTES

The Civil Service Commission meeting was called to order at 5:28 by Marilyn Sessions.

Present: Marilyn Sessions, Tony Mosca, Kathy Coleman

Also present: Police Chief Nick Shearer

Civil Service Commission

- Approval of February minutes was tabled until the next meeting, because Tony was not present for the February meeting, and therefore could not vote on the approval. Sarah was not present at this meeting; therefore there was no quorum.
- Personnel changes were discussed.
- Language changes to the Civil Service Rules and Regulations were discussed and approved. The following changes will be presented to City Council for final approval.
- MOTION TO CHANGE THE FIRST SENTENCE OF RULE 5.01 NOTICE OF EXAMINATION TO READ:

Entrance Examination – Notice of competitive entrance examinations shall be given by posting notices on the City’s website, on the City’s bulletin boards, and in such places as may be deemed advisable, not less than two (2) weeks prior to the last day on which applications shall be accepted for the examination.

WAS MADE BY TONY, SECONDED BY MARILYN, AND CARRIED UNANIMOUSLY.

- MOTION TO CHANGE THE FIRST SENTENCE OF RULE 6.02 DURATION OF ELIGIBLE LISTS TO READ:

A certified eligible list will expire 12 months from the date of record.

WAS MADE BY MARILYN, SECONDED BY TONY AND CARRIED UNANIMOUSLY.

Budget & Finance

No action

Health Department

No action

Safety Administration

- Kathy reported that an exam for the positions of Administrative Assistant and Secretary to the Police Chief was given on March 13, 2025, with 27 applicants attending. Twenty-two applicants passed and will be notified of their position on the eligible list via email, and the list will be posted on the City website. Marilyn confirmed that, since there are two positions open, the top 15 applicants can be put forward to the appointing authority.
- Chief Shearer requested an exceptional appointment to the position of detention officer under Rule 7.04(b) for candidate Garrett Groff, a KPD Explorer who has expressed a strong desire to be a detention officer. There is no current eligible list and if allowed to fill the position with this candidate, it will bring the jail to full staffing.

MOTION TO APPROVE THE EXCEPTIONAL APPOINTMENT OF GARRETT GROFF TO THE POSITION OF DETENTION OFFICER WAS MADE BY TONY, SECONDED BY MARILYN, and CARRIED UNANIMOUSLY.

Service Administration

Melanie Baker requested an exceptional appointment to the position of Water Treatment Plant Operator under Rule 7.04(b) for John Seidel, a previous employee who obtained experience working at the Kent water plant.

- MOTION TO APPROVE THE EXCEPTIONAL APPOINTMENT OF JOHN SEIDEL TO THE POSITION OF WATER TREATMENT PLANT OPERATOR

WAS MADE BY TONY, SECONDED BY MARILYN, AND CARRIED UNANIMOUSLY.

New Business

None

Old Business

None

Adjournment

There being no further business, the meeting was adjourned at 5:42pm.