



City of Kent Civil Service Meeting
April 20, 2026 • 5:00pm

319 S. Water Street • Community Room • Kent, Ohio 44240

AGENDA

CALL TO ORDER

ROLL CALL

1. CIVIL SERVICE COMMISSION

a) Welcome new commissioner Mariah Taylor

b) Meeting terminology review

- Opening the Meeting: Chair announces the time and opens the meeting (ex. "It's 5:00pm, let's get started with the April 20th Civil Service meeting")
- Making a Motion: "I move that... [exact action to be taken]" or "I move to adopt... [policy/plan]."
- Seconding: "Second!" or "I second the motion".
- Chairperson Processing:
"It has been moved and seconded that..."
"All in favor, say 'Aye.' Opposed, say 'Nay' or 'No.'"
- Abstaining: Simply say "Abstain" or "I abstain."
- Adjourning: Motion not necessary unless closing the meeting early with business remaining.

c) Election of Chair/Vice-Chair

d) Approval of February 2026 minutes

e) Personnel Updates:

- **New Hires:**
Alex Labajetta, Water Reclamation Plant Operator, eff. 4/6/26
* Acceptance of job offer withdrawn due to personal reasons 4/3/26
- **Transfers:**
Benjamin Brown, transfer to Vehicle Maintenance Mechanic, eff. 2/23/26
Chris Janos, transfer to Central Maintenance Laborer, eff. 3/23/26
Tracy Huffman, transfer to Utility Billing Clerk, eff. 4/13/26
- **Resignations:**
Justin Smith, Chief Sanitarian, resignation eff. 3/13/26
Jared Lawrence, Police Officer, resignation eff. 3/27/26
- **Retirements:**
Joan Seidel, Health Commissioner, retirement eff. 4/24/26

2. BUDGET AND FINANCE

No business.

3. COMMUNITY DEVELOPMENT

No business.

4. HEALTH DEPARTMENT

- a. Approve job description for Chief Sanitarian
- b. Approve job description for Accreditation Coordinator
- c. Request exam for Registered EH Sanitarian

5. PARKS & RECREATION

- a. Exceptional appointment requested for Program and Behavior Support Coordinator under Rule 7.04 (b)

6. SAFETY ADMINISTRATION

No business.

7. SERVICE DEPARTMENT

- a. Exceptional appointment requested for position of Water Treatment Plant Operator under Rule 7.04 (b)
- b. Exceptional appointment requested for position of Water Plant Operator under Rule 7.04 (b)
- c. Approval of GIS Technician position description and request for exceptional appointment under Rule 7.04 (b)

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

**Rule 7.04 (b) In the case of a vacancy in a position in the classified civil service where peculiar and exceptional qualifications of a scientific, managerial, professional, or educational character are required, and upon satisfactory evidence that for specified reasons competition in such special case is impractical and that the position can best be filled by a selection of some designated person of high and recognized attainments in those qualities, the Commission may suspend the provisions of Section 124.01 to 124.64 of the Revised Code that require competition in such case, but no suspension shall be general in its application. All such cases of suspension shall be reported in the minutes of the Commission and in the annual report with the reasons for the suspension.*