



City of Kent Civil Service Meeting
319 S. Water Street
Kent, Ohio 44240
April 20, 2026

MINUTES

CALL TO ORDER: The meeting was called to order at 5:02pm by Kathy Coleman.
PRESENT: Kai Carpenter; Mariah Taylor; Kathy Coleman
ALSO PRESENT: Joan Seidel, Health Commissioner; Angela Manley, Director of Parks & Recreation; Meagan Johns, Recreation Specialist; Melanie Baker, Service Director

Motion to excuse Tony Mosca was made by Ms. Carpenter, seconded by Ms. Taylor, and passed by unanimous voice vote.

CIVIL SERVICE COMMISSION

- a) The commission welcomed new member Mariah Taylor.
- b) Meeting terminology was reviewed.
- c) Personnel updates were reviewed.
- d) February minutes were approved by Ms. Taylor's motion with Ms. Carpenter seconding. The motion passed by unanimous voice vote.
- e) Ms. Carpenter nominated **Mr. Mosca to be chair** of the committee; Ms. Taylor seconded and the motion was approved by unanimous voice vote.
- f) Ms. Carpenter nominated **Ms. Taylor to be vice-chair** of the committee; Ms. Taylor seconded and the motion was approved by unanimous voice vote.

BUDGET AND FINANCE

No business

COMMUNITY DEVELOPMENT

No business

HEALTH DEPARTMENT

- Ms. Seidel explained the need for an updated job description for the position of **Chief Sanitarian**; Ms. Carpenter moved to approve the updated job description; Ms. Taylor seconded and the motion passed by unanimous voice vote.
- Ms. Seidel explained the need for an updated job description for the position of **Accreditation Coordinator**; Ms. Taylor moved to approve the updated job description and Ms. Carpenter seconded. The motion passed by unanimous voice vote.
- Ms. Seidel requested an exam for the position of **Registered Environmental Health Sanitarian/Public Health Sanitarian**. Ms. Taylor moved to authorize the exam; Ms. Carpenter seconded, and the motion passed by unanimous voice vote.

PARKS & RECREATION

- Ms. Manley requested an exceptional appointment for the new position of **Program and Behavior Support Coordinator** under Rule 7.04b, and answered clarifying questions

from the commissioners regarding the position. Ms. Carpenter moved to authorize the exceptional appointment; Ms. Taylor seconded and the motion passed by unanimous voice vote.

SAFETY ADMINISTRATION

No business

SERVICE DEPARTMENT

- Ms. Baker requested an exceptional appointment for the positions of **Water Treatment Plant Operator** and **Water Plant Operator** under Rule 7.04b and answered clarifying questions from the commissioners. Ms. Taylor moved to authorize the exceptional appointments for both positions; Ms. Carpenter seconded, and the motion carried by unanimous voice vote.
- Ms. Baker requested approval for a **GIS Technician** position with exceptional appointment under Rule 7.04b, and answered clarifying questions from the commissioners. Ms. Carpenter moved to authorize the position with the exceptional appointment; Ms. Taylor seconded and the motion carried by unanimous voice vote.

OLD BUSINESS

None

NEW BUSINESS

None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:30.