

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – July 21, 2022 – 8:00 A.M.
CONFERENCE ROOM 2C**

ROLL CALL

Meeting called to order

Members present: Tom Brickey, Chair
Bill Becker, Vice-Chair
Kathleen Batliner

Staff Present: Megan Ellis, Acting Civil Service Secretary
Chelsea Sprulock, Human Resources Specialist

APPROVAL OF MINUTES

Motion: Moved by Ms. Batliner to approve the minutes of the meeting held June 16, 2022. Mr. Becker seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

a) **Maintenance Worker-** Megan Ellis advised the Commission that 2 applied, and both applicants passed the written exam held on Tuesday, June 28, 2022. Ms. Ellis stated the department is recommending both candidates to remain on the eligibility list. Mr. Brickey came in prior to the meeting to review the applications.

Motion: Moved by Mr. Brickey to approve the eligibility lists for Maintenance Worker. Ms. Batliner seconded the motion. **Motion passed.**

b) **Patrol Officer** – Megan Ellis advised that Commission that an open test was held on Wednesday, June 22, 2022. The applicant passed both the written and physical portions of the examination. Ms. Ellis stated the department reviewed the application and recommends the applicant to remain on the eligibility list. Mr. Brickey came in prior to the meeting to review the application. **Motion:** Moved by Ms. Batliner to approve the eligibility list for Patrol Officer. Mr. Brickey seconded the motion. **Motion passed.**

2. Update on Job Announcements/Exams

Commission received the job announcement and upcoming exam information for Fire Chief. Ms. Ellis advised the commission this is a promotional position within the Fire Department and Ohio Fire Chief's Association would be conducting the assessment. She stated the Commission will be receiving those eligibility lists in the near future.

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of June 2022.

ADJOURN

Ms. Ellis advised that the next meeting is scheduled for August 18, 2022. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Brickey seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____