

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – APRIL 15, 2021 – 8:00 A.M.
ZOOM MEETING**

ROLL CALL

Meeting called to order

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

Staff Present: Kay Sauer, Civil Service Secretary
Ashley Combs, Development Services Director

APPROVAL OF MINUTES

Motion: Moved by Ms. Batliner to approve the minutes of the meeting held March 18, 2021. Mr. Brickey seconded the motion. **Motion passed.**

NEW BUSINESS

1. Exceptional Appointment – Permit Specialist

Ashley Combs, Development Director, was present for discussion. Kay Sauer advised that there were 32 resumes for the position. Ms. Combs stated that they interviewed a total of 7 candidates and are recommending Jennifer Lyons for the appointment based on her interview and qualifications. Ms. Combs stated that Ms. Lyons is currently employed at Warren County and has experience in processing residential and commercial permits. She further stated that she will be working on getting the required Permit Technician Certification within six months. **Motion:** Moved by Mr. Becker to approve the exceptional appointment for the position of Permit Specialist. Mr. Brickey seconded the motion. **Motion passed.**

2. Eligibility List - Mechanic

Kay Sauer advised that only one person applied for the position and passed the written exam. She reviewed the application with Commission. **Motion:** Moved by Mr. Brickey to approve the eligibility list for the position of Mechanic. Ms. Batliner seconded the motion. **Motion passed.**

3. Position Description – Engineer

Kay Sauer reviewed the revisions to the position description for Engineer with Commission. **Motion:** Moved by Mr. Brickey to approve the position description for Engineer. Mr. Becker seconded the motion. **Motion passed.**

4. Update on Job Announcements/Exams

Commission received the job postings for Senior Electronics Technician and Engineer.

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of March 2021.

ADJOURN

Ms. Sauer advised that a special meeting will be held on April 22, 2021. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____