

**MIDDLETOWN CIVIL SERVICE COMMISSION  
MEETING MINUTES – October 20, 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, Member

Staff Present: Megan Ellis, Human Resources Manager/Civil Service Secretary,  
David Birk, Police Chief  
Ashley Combs, Development Services Director  
Nakita Lancaster, Assistant Public Works Director

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**APPROVAL OF MINUTES**

**Motion:** Moved by Mr. Becker to approve the minutes of the meetings held September 15, 2022. Mr. Brickey seconded the motion. **Motion passed.**

**NEW BUSINESS**

1. **Exceptional Appointment-Permit Specialist-** Ashley Combs, Development Services Director, was present for discussion. Ms. Combs advised commission the department received about fifty applications for this specialized position. Ms. Combs stated the department anticipated interviewing four candidates, but one had backed out before the interview process began. She further stated they interviewed three candidates, one is an internal candidate who is currently a code specialist and she has been filling in as the permit specialist the past few weeks, another candidate currently works at the City of Kettering, and the last candidate was Karen Hoit who is currently is working at Butler County as a Permit Specialist II. She stated Karen would be a great addition to the department and it would be a seamless transition. Ms. Combs mentioned Karen has already begun the process of obtaining the required Permit Technician Certification which is required within six months. **Motion:** Moved by Mr. Brickey to approve the exceptional appointment for the position of Permit Specialist. Ms. Batliner seconded the motion. **Motion passed.**

2. **Eligibility List**

- a. **Income Tax Auditor** – Megan Ellis advised the commission that we had 7 apply, 2 were no shows, 1 failed, and 4 passed both the written examination that was held on Tuesday, September 20, 2022. Ms. Ellis stated all four on the eligibility list are internal candidates. She further stated the department reviewed the applications and recommends them 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 Income Tax Auditor. Ms. Batliner seconded the motion. **Motion passed.**

- b. **Equipment Operator-** Megan Ellis advised the commission this is a promotional position within the Public Works department. Ms. Ellis stated that 6 applied, 3 failed and 3 passed the written examination held on Monday, September 19, 2022. She stated the three who passed the written examination had taken the physical agility test on Thursday, September 29, 2022 and all three had passed. She further stated all three are recommended for the eligibility list. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Equipment Operator. Mr. Brickey seconded the motion. **Motion passed.**
- c. **Corrections Officer –** Megan Ellis advised that 19 applied, 13 were no shows, and 6 passed the physical agility. Ms. Ellis stated of the six applicants we had four pass and two failed the written examination held on Wednesday, October 5, 2022. Ms. Ellis further stated the department is recommending the four to remain on the eligibility list. Mr. Brickey came in prior to the meeting to review the applications. Chief Birk stated they would have two more vacancies in the future because two conditional offers have been made to our Corrections Officers to Patrol. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Corrections Officer. Mr. Becker seconded the motion. **Motion passed.**
- d. **Executive Account Clerk-** Megan Ellis advised the commission this is a promotional position within the Finance Department. Ms. Ellis stated that 3 applied, 2 failed and 1 passed the written examination held on Wednesday, October 12, 2022. The candidate is recommended for the eligibility list. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Executive Account Clerk. Mr. Becker seconded the motion. **Motion passed.**

### 3. Position Descriptions-

#### a. Process Control Supervisor

Megan Ellis advised the commission this was brought back because they had additional questions regarding the changes to the requirements. Nakita Lancaster the Assistant Public Works Director reviewed the position description for the position of Process Control Supervisor with Commission. She stated these are minor changes, but are necessary in the event the Class IV operator is out. She further stated the only changes made was the increase in years of experience and the requirement of a Class III license. Mr. Brickey stated his concern that the department could be limiting the talent pool, but the department would be able to adjust again if the department ran into that problem. **Motion:** Moved by Mr. Brickey to approve the position description for the position of Process Control Supervisor. Ms. Batliner seconded the motion. **Motion passed.**

**4. Update on Job Announcements/Exams**

Commission received the job postings for Assistant Fire Chief, Deputy Fire Chief, and Executive Account Clerk. Ms. Ellis stated Commission would be receiving those eligibility lists in the near future.

**REPORTS**

**1. Personnel Transactions**

Commission received the Personnel Transactions for the month of September 2022. Mr. Becker suggested the possibility of sitting in on exit interviews.

**ADJOURN**

Megan Ellis advised that the next meeting is November 17, 2022. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

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Tom Brickey, Chair

Approved: \_\_\_\_\_