

Miamisburg Civil Service Commission
Minutes

September 5, 2024

Chairwoman Carissa Ross called the meeting to order at 5:01 p.m. and roll call was taken. The following Commission members were present: Keith Basinger, Steve Case, Wayne Grainger, Jason Hartley and Carissa Ross. The following staff members were present: Leslie Kohli, and Keysha Alexander.

A motion was made by Mr. Case, seconded by Mr. Grainger to approve the minutes of the April 30, 2024 meeting, as presented. Motion carried.

Commission members were presented with the Ohio Auditor of State Fraud Reporting & Training video. The Auditor of State issued Bulletin 2024-005 regarding new, state-mandated training for reporting fraud, waste, and abuse of public dollars. Elected officials and current employees of municipalities are required to complete the training every four years.

Upon the conclusion of the training video, Ms. Kohli reviewed the Police Officer – Entry Level Eligibility List. There were 6 applicants for Police Officer – Entry Level.

A motion was made by Mr. Case, seconded by Mr. Grainger to certify Police Officer – Entry Level Eligibility List. Motion carried.

Ms. Kohli also provided information on the Minimum Qualifications for the Public Works positions of Maintenance Specialist I and II. Among several qualifications, the MS I position would require a minimum of two (2) years' experience and the candidate must possess a minimum of an Ohio EPA Class I Water Supply License. The MS II position would require a minimum of three (3) years' experience and the candidate must possess a minimum of an Ohio EPA Class II Water Supply License.

A motion was made by Mr. Basinger, seconded by Mr. Case to approve the Minimum Qualifications for the Public Works positions of Maintenance Specialist I and II. Motion carried.

Ms. Kohli discussed the Selection Procedures for Maintenance Specialist I. The selection procedure for Maintenance Specialist I requires approval as the position has been dormant for some time. As with bargaining unit positions, the Maintenance Specialist I would post internally first, and subsequently advertise externally. Candidates would be screened by the Human Resources Director as well as a member of the Public Works supervisory staff.

A motion was made by Mr. Grainger, seconded by Mr. Hartley to approve the Selection Procedures for Maintenance Specialist I. Motion carried.

Ms. Kohli reviewed the current meeting schedule, noting the Commission would not need to meet on October 24, 2024, and asked that the Commission meet mid-November to discuss the Eligibility List that would be available late October. Members discussed the possibility of meeting on November 7, 2024. Ms. Alexander to follow up with members to ensure a quorum exists for November 7th.

There being no further business to come before the Commissioners, Ms. Ross motioned to adjourn, seconded by Mr. Basinger. Ms. Ross declared the meeting adjourned at 5:27 p.m.



Carissa Ross, Chair



Keysha Alexander, Secretary