

Miamisburg Civil Service Commission
Minutes

March 13, 2025

Commissioner Carissa Ross called the meeting to order at 5:00 p.m.

The following Commission members were present: Keith Basinger, Steve Case, 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. Hartley to excuse the absence of Commissioner Wayne Grainger. Motion carried.

A motion was made by Mr. Basinger, seconded by Mr. Case to approve the minutes of the January 23, 2025 meeting, as presented. Motion carried.

Ms. Kohli provided the Commissioners with information on the Police Sergeant Eligibility List. Police Chief Michael Brem would like to extend the expiration date of the list, by one year, to have the option to promote within the next three to four months. Ms. Kohli noted the new expiration date for the provided Police Sergeant Eligibility List would be April 30, 2026.

A motion was made by Mr. Case, seconded by Mr. Basinger to certify the Police Sergeant Eligibility List. Motion carried.

Ms. Kohli presented the changes being proposed to the Entry Level Police Officer Selection Procedures. Rather than utilizing the NTN written test, the panel interview will now incorporate a score. Additionally, the candidates will undergo the panel interview and the initial polygraph prior to the Eligibility List being brought to Civil Service Commission. The revised selection procedures will allow for a more expedited and fluid hiring process. This will allow us to keep candidates engaged and reduce the risk of the City losing candidates to other agencies.

A motion was made by Mr. Hartley, seconded by Mr. Case to approve the selection procedures for Police Officer (Entry Level) positions. Motion carried.

The Selection Procedures for the Lateral Officers is basically the same as the Entry Level except that they are not required to take the physical agility assessment and the City accepts lateral applicants all year long on an ongoing basis.

A motion was made by Mr. Basinger, seconded by Mr. Hartley to approve the selection procedures for Police Officer (Lateral) positions. Motion carried.

There being no further business to come before the Commissioners, Mr. Hartley motioned to adjourn, seconded by Mr. Case. Ms. Ross declared the meeting adjourned at 5:06 p.m.

Carissa Ross

Carissa Ross, Chair

Keysha Alexander

Keysha Alexander, Secretary