

Miamisburg Civil Service Commission
Minutes
November 29, 2023

Mr. Case called the meeting to order at 5:02 pm. The following Commission members were present: Steve Case, Wayne Grainger and Carissa Ross. The following staff members were present: Leslie Kohli and Ryan Davis.

A motion was made by Mr. Grainger, seconded by Ms. Ross to approve the minutes of the September 20, 2023 meeting as presented. Motion carried.

Ms. Kohli provided an overview of the Recreation & Special Events Division of the Parks & Recreation Department for the Commission. Ms. Kohli stated that all selection procedures being brought this evening follow the same pattern as previously brought before the Commission over the past few years.

Mr. Davis stated that there were currently 5 vacancies in this division. So, we think it makes sense to take advantage of this opportunity to restructure a few positions and tailor them to the function not the employee. The biggest change is that reporting to the Superintendent will be two supervisors rather than three. The two supervisors will be the Athletic Operations (changed from Sports Operations) because it will now also include the Sycamore Trails Aquatic Center and the Program and Community Center which will include the Community Center as well as all programming. The remaining area that is not included in these two lanes is Events. Events will be a separate lane also reporting to the Superintendent but will be led by an Administrator rather than a Supervisor level position.

Ms. Kohli presented the minimum qualifications and selection procedures for the Athletic Operations Supervisor for the Parks & Recreation Department.

A motion was made by Mr. Grainger, seconded by Ms. Ross to approve the minimum qualifications and selection procedures for the Athletic Operations Supervisor for the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Program & Community Center Supervisor for the Parks & Recreation Department.

A motion was made by Mr. Grainger, seconded by Ms. Ross to approve the minimum qualifications and selection procedures for the Program & Community Center Supervisor for the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Events Administrator for the Parks & Recreation Department.

A motion was made by Mr. Grainger, seconded by Ms. Ross to approve the minimum qualifications and selection procedures for the Events Administrator for the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Athletic Manager for the Parks & Recreation Department.

A motion was made by Mr. Grainger, seconded by Ms. Ross to approve the minimum qualifications and selection procedures for the Athletic Manager for the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Aquatic Manager for the Parks & Recreation Department.

A motion was made by Mr. Grainger, seconded by Ms. Ross to approve the minimum qualifications and selection procedures for the Aquatic Manager for the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Adult & Community Center Program Manager for the Parks & Recreation Department.

A motion was made by Mr. Grainger, seconded by Ms. Ross to approve the minimum qualifications and selection procedures for the Adult & Community Center Program Manager for the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Youth & Family Program Manager for the Parks & Recreation Department.

A motion was made by Mr. Grainger, seconded by Ms. Ross to approve the minimum qualifications and selection procedures for the Youth & Family Program Manager for the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Customer Service & Community Center Coordinator for the Parks & Recreation Department.

A motion was made by Mr. Grainger, seconded by Ms. Ross to approve the minimum qualifications and selection procedures for the Customer Service & Community Center Coordinator for the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Program & Camp Coordinator for the Parks & Recreation Department.

A motion was made by Mr. Grainger, seconded by Ms. Ross to approve the minimum qualifications and selection procedures for the Program & Camp Coordinator for the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Events & Outreach Coordinator for the Parks & Recreation Department.

A motion was made by Mr. Grainger, seconded by Ms. Ross to approve the minimum qualifications and selection procedures for the Events & Outreach Coordinator for the Parks & Recreation Department. Motion carried.

The next meeting is December 13 at 5:00 pm.

There being no further business to come before the Commissioners, Mr. Case declared the meeting adjourned at 5:28 pm.



Steve Case, Chair



Kim Combs, Secretary