

City of Mount Vernon  
Municipal Civil Service Commission Special Meeting  
Meeting Minutes  
1 p.m., April 1, 2025

Meeting was called to order at 1:06 p.m. It is noted that the meeting took place at the Mount Vernon Fire Department training room.

- 1.) Chairman Chip Wilson was not in attendance. Commissioners Hanna Ford and Tom Mickley were present. Let the record reflect a quorum was present.
- 2.) Review and approval of minutes from December 2023 meeting were tabled at the last meeting and tabled again today due to inability to locate records at this time. The minutes from the March 3, 2025 meeting were distributed and Mrs. Ford made a motion to approve the minutes, with a second from Mr. Mickley. Mrs. Ford made a motion to approve the agenda, with a second from Mr. Mickley.
- 3.) There was no unfinished or old business for discussion.
- 4.) Approval of the revised Civil Service rules and regulations, revised by Jonathan Downes and Ken Hurley with Zashin and Rich, labor attorneys. There were no questions. Mrs. Ford made a motion to approved the revised rules and regulations, with a second by Mr. Mickley. Approved by a roll-call vote of 2-0.
  - a.) Other new business – Fire Chief Chad Christopher requested a job title change from Fire Prevention Officer to Fire Marshal on the recommendation of the Ohio Fire Chiefs Association. This includes the updated job description. There were no questions. Mrs. Ford made a motion to approve the job description and title change, with a second by Mr. Mickley. Approved by a roll-call vote of 2-0.
  - b.) Public Utilities Director Aaron Reinhart requested a job description approval for Utility Technician I, Utility Technician II, Utility Technician III and Utility Technician IV specific to the classification and duties they hold. There were no questions. Mrs. Ford made a motion to approve the job descriptions, with a second by Mr. Mickley. Approved by a roll-call vote of 2-0.
  - c.) Job number reassignment was approved at the previous meeting. Approval was sought for job title changes from Customer Support Specialist I to Utility Billing Specialist I and Customer Support Specialist II to Utility Billing Specialist II, specific to the Public Utilities Department. There were no questions. Mrs. Ford made a motion to approve both job title changes, with a second by Mr. Mickley. Approved by a roll-call vote of 2-0.
- 5.) The next meeting date and time were not set, and will be determined after a new Director of Human Resources and Merit Systems Administrator is hired. There were no

further questions. Mr. Mickley made a motion to adjourn, with a second by Mrs. Ford.  
Meeting adjourned by a roll-call vote of 2-0 at 1:35 p.m.