



## Merit System Commission

~Agenda~

<http://www.ci.moraine.oh.us/>

Clerk of Council  
937-535-1005

| June 18, 2025 |                                                              | 9:00 AM | Payne Recreation Center |
|---------------|--------------------------------------------------------------|---------|-------------------------|
| I.            | Call to Order                                                |         |                         |
| II.           | Approval of Minutes                                          |         |                         |
|               | A. Merit System Commission Meeting Minutes - June 11, 2025   |         |                         |
| III.          | Business                                                     |         |                         |
|               | A. Certify and Release Scores - Operator I - Street Division |         |                         |
| IV.           | Other Business                                               |         |                         |
| V.            | Adjournment                                                  |         |                         |

# RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held June 11, 2025

**Call to Order**

Meeting called to order 9:00 AM.

|             |            |         |
|-------------|------------|---------|
| Mary Woeste | Chair      | Present |
| Jim Kempe   | Vice Chair | Present |
| Tom Watts   | Member     | Absent  |
| Gina Delph  | Member     | Present |

Staff Present: Street Superintendent Chris Dunn; Public Information Officer Aaron Vietor; Clerk of Council Karen Powell

Mrs. Woeste moved to excuse the absence of Mr. Watts; Mr. Kempe seconded the motion.

**RESULT:** Passed (*Yes 3, No 0, Abstained 0*)  
**MOVER:** Mary Woeste  
**AYES:** Mary Woeste, Jim Kempe, Gina Delph  
**NAYS:** None  
**ABSTAIN:** None

**Approval of Minutes**

**Merit System Commission Meeting Minutes - June 4, 2025**

Mrs. Woeste asked if there were any changes or corrections to the June 4, 2025, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted

**Business**

**Certify and Release Scores - Operator I - Street Division**

Street Division Superintendent Chris Dunn said after last week's meeting, he was under the impression that the delay for interviews was due to the protest period. He reported he spoke with the applicants who indicated they were not protesting questions, and he began interviews. He indicated the interviews will need to be redone with the Human Resources Administrator. He said he believes the interviews can be completed by the time the Merit System Commission meets next week, June 18, 2025. He stated he feels it is best that he does not receive the scores of the applicants until the process is complete.

Mrs. Woeste assured Mr. Dunn all five applicants cleared the first hurdle and have passing scores for the written exams. She said at the end of the process when all the scores are totaled, those names will be released for promotions.

Mr. Kempe stated as long as the commission is fulfilling its duties, it is Mr. Dunn's prerogative if he does not want to know the written examination scores of the applicants.

Mr. Dunn noted the assessment examination is tomorrow, June 12, 2025. He discussed the interview process.

Mrs. Woeste informed Chris to continue the interview process, and when the commission meets on June 18, 2025, then hopefully he will be able to offer a promotion to one of his employees.

**RESULT:** Passed (*Yes 3, No 0, Abstained 0*)  
**MOVER:** Mary Woeste

# RECORD OF PROCEEDINGS

|  |                                    |                    |  |
|--|------------------------------------|--------------------|--|
|  | Minutes of Merit System Commission | Held June 11, 2025 |  |
|--|------------------------------------|--------------------|--|

**AYES:** Mary Woeste, Jim Kempe, Gina Delph  
**NAYS:** None  
**ABSTAIN:** None

**Other Business**

**Adjournment**

## **Certify and Release Scores - Operator I - Street Division**

---

**Department:** Street Division

**Request:** Action Item

**Item Background and Purpose:**

On June 12, 2025, applicants for the Operator I promotion position participated in the required assessment examination. Interviews have been ongoing since June 11, 2025. This meeting is for the purpose of certifying the scores for promotion.

---

**Financial Impact:**

**Is Item Budgeted?:** No

**Funding Source:**

---

**Attachments:**