

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES

Monday, June 21, 2021

5:00 PM

Present: Christine Klein, Chair
Marilyn Sessions, Member

Also Present: Dawn Bishop, CSC Coordinator
Rhonda Hall, City of Kent, Budget & Finance Director
Joan Seidel, City of Kent, Health Commissioner
John Tosko, City of Kent, Fire Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:04 pm on Monday, June 21, 2021, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of May 17, 2021 made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Budget & Finance

Personnel Change Read.

Ms. Hall explained Kelly Sims, the new Payroll Administrator, was an Account Clerk falling under the AFSCME Union. Because of time constraints, Ms. Hall is asking that the commission begin the process of establishing an eligible list by using an in house test and not having a typing test. She's hoping to post in house at the same time as the external posting.

Ms. Sessions inquired if there was already a list. Ms. Hall said no, it's expired.

Ms. Hall said because of time constraints, she believes just about everyone knows how to use a keyboard and is asking to speed things up and not do the typing test as it would prolong this at least another two weeks.

Ms. Klein asked if the internal posting has already gone up. Ms. Hall said not yet and that has to be up for a week. The last time this was posted internally, there were no bids. Ms. Hall said from her understanding the external posting has to be open for two weeks. Ms. Bishop confirmed that.

Ms. Klein wanted verification that if there were an internal bid, they would still have preference. Ms. Hall said yes, from her understanding. Ms. Bishop said yes they would and this list could be used to fill the vacancy left in another department when moving to Budget and Finance.

MOTION TO APPROVE THE EXAM FOR AN ACCOUNT CLERK ELIGIBLE LIST made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

Health Department

Ms. Seidel explained her request of reinstating the full time employment of Michael Anguilano III as allowed by City of Kent CSC Rule 8.02. On the 15th of June, Mr. Anguilano phoned Ms. Seidel informing her that his job was not working out as he had anticipated because of some ethical dilemmas and was requesting to come back to the City. Ms. Seidel was more than willing to entertain that as he left in the best of terms, has had no verbal or written reprimands, and is an exemplary employee. He knows the job very well. There were four candidates who had taken and passed the test and while they all had public health degrees, none had accreditation experience. As there is an October deadline to have all

documentation done, there is not the time to get someone up to speed. Also all the documents are already written in one voice and it would be nice to have the continuity Mr. Anguilano could provide.

Ms. Klein said she thinks she is ok with that but would there be an issue with the four who took the test? Ms. Sessions said she agrees, she is ok with the request, Mr. Anguilano is an exemplary employee, but will there be a problem with the four who had taken the exam? Discussion followed and it was agreed that the four candidates should be notified in writing the position was filled.

Ms. Sessions asked how long had Mr. Aguilano been gone. Ms. Seidel said about three and a half weeks and he is willing to accept the loss of service and he is able to start tomorrow, pending the outcome of tonight's meeting.

MOTION TO REINSTATE MICHAEL ANGUILANO TO THE FULL TIME POSITION OF ACCREDITATION COORDINATOR made by Ms. Sessions, seconded by Ms. Klein, and **CARRIED** by a voice vote of 2-0.

Safety Administration

Kent Police Department
Personnel Changes Read.

Kent Fire Department
Personnel Changes Read. Chief Tosko said along with his retirement effective August 1, 2021, a conditional offer of employment has been made to Ethan Lowery, which was not listed on the agenda. Ms. Sessions and Ms. Klein wished Chief Tosko well on his retirement and thanked him for his years of service.

Adjournment

MOTION TO ADJOURN THE MEETING AT 5:25 PM made by Ms. Klein, seconded by Ms. Sessions, and **CARRIED** by a voice vote of 2-0.

Minutes approved: 9-20-2021


Christine Klein


Marilyn Sessions