

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
***February 26, 2014***  
***3:00 PM***

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PRESENT: Lee M. Higgins, Chair  
Kenneth Hodar, Co-Chair  
Marilyn Sessions, Member  
Alicia Schrenk, Civil Service Coordinator

Michelle Lee, Police Chief, City of Kent

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The regular meeting of Civil Service Commission was called to order at 3:00 PM on Wednesday, February 26, 2014 by Lee M. Higgins, Chair of the Commission. Higgins established a voice roll call of those in attendance. The Commission reviewed the January 14, 2014 regular meeting minutes. Commissioner Marilyn Sessions motion to approve the regular Civil Service meeting minutes of January 14, 2014. Seconded by Commissioner Kenneth Hodar, approval carried by a voice vote of 3-0.

Commissioner Higgins noted for the record of posting the Detention Officer examination on January 29, 2014, and exam was administered on February 22, 2014 at Kent Fire Department's Training Room. Higgins asked Ms. Schrenk to comment on the Detention Officer Exam. Schrenk stated, "Thirteen of the sixteen applicants showed for the exam and they all passed. Letters have been sent out and an eligible list has been established."

The Commission acknowledged the following personnel change for the Kent Police Department. On January 28, 2014, part-time Clerk-Dispatcher Jessica White resigned.

Also, noted for the record is the posting of the Water Reclamation Facility Manager examination on January 29, 2014 and deadline for applicants to apply for unassembled exam was on February 19, 2014 at 4 PM. Commissioner Higgins inquired about how many candidates applied for this exam. Ms. Schrenk replied, "Seven". Commissioner Sessions questioned what an unassembled examination is all about. Commissioner Higgins asked Ms. Schrenk to explain what an unassembled examination is to Commissioner Sessions. Schrenk commented the Commission creates a matrix or matrices for a particular position based on requirements of the job, qualifications, and preferred but not necessary requirements, then each section is graded by giving points to a candidate if they meet the requirements and qualifications. Commissioner Higgins defined it more by saying it is an evaluation of a candidate for a particular job.

At 3:05 PM, Commissioner Higgins moved to adjourn the meeting into Executive Session to grade the unassembled examinations, seconded by Commissioner Hodar.

At 3:07 PM, Commissioner Higgins moved from Executive Session back into the regular meeting because Chief Michelle Lee joined the meeting.

Chief Lee went over updates on current eligible lists for the Kent Police Department.

At 3:20 PM, Commissioner Higgins moved to adjourn the meeting back into Executive Session to grade the unassembled examinations, seconded by Commissioner Sessions.

At 4:55 PM, Commissioner Sessions moved to adjourn the Executive Session back into regular meeting, seconded by Commissioner Hodar and Higgins. The regular meeting adjourned at 4:56 PM.

Minutes approved: 03/18/2014

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*Lee M. Higgins*  
Chair

*Kenneth J. Hodar*  
Co-Chair

*Marilyn Sessions*  
Member