

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES

April 8, 2014

4:00 PM

PRESENT: Lee M. Higgins, Chair
Marilyn Sessions, Member
Ken Hodar, Member
Alicia Schrenk, CS Coordinator

ALSO PRESENT: Elizabeth Zorc, HR Manager, City of Kent
Michelle Lee, Police Chief, City of Kent
John Tosko, Fire Chief, City of Kent
James Silver, Law Director, City of Kent
Bill Meyers, Firefighter, City of Kent

CALL TO ORDER

The regular meeting of Civil Service Commission was called to order at 4:02 PM on April 8, 2014 by Lee M. Higgins, Chair of the Commission. Roll call was taken, and all members were present.

Minutes from the March 18, 2014 meeting were approved on a motion by Commissioner Hodar and seconded by Commissioner Sessions. Motion carried by a voice vote.

Chair Higgins read the resignation of Civil Service Coordinator Alicia Schrenk due to other employment out of town effective April 20, 2014 and the Commission thanked her for her valuable service and wished her well.

The job description of the Civil Service Coordinator position was reviewed and no changes were made. Discussion by Chair Higgins surrounded the last Civil Service Coordinator exam of which 20+ applicants were tested. Chair Higgins suggested an unassembled exam with materials we currently have available for the next exam in an effort to save the City time and resources however Commissioners Hodar and Sessions preferred professional testing by an outside source to reduce risk and liability to the City. A motion was made by Commissioner Sessions and seconded by Commissioner Hodar to have Ramsey & Assocs complete the testing.

City HR Manager Liz Zorc added the Civil Service Coordinator position does not qualify as an unclassified position and has to be posted for 10 business days. The next available testing date for Ramsey and Assocs who could do the testing was 4/28/14.

Law Director Silver offered short term assistance from the City Manager's office until a replacement could be found. Additionally, Mr. Silver welcomed discussion with the City Manager to combine the position with another administrative part-time position. Commissioner Hodar stated he and then Commissioner Bossar attended a City Council meeting when the

previous Civil Service Coordinator resigned in an effort to continue to keep the position from being combined and the Commission felt it was critical it be independent from any other position.

Chair Higgins then asked the Commission to review the Civil Service procedures 124.12 and 62 as a reference to the position.

Chair Higgins stated the Code Enforcement Officer exam will be held on May 15, 2014 and encouraged any Commission members who could attend should do so.

SAFETY ADMINISTRATION

KFD Chief Tosko addressed the need for training materials and with Chair Higgins talked about who would be paying for them and what was needed. Discussion to continue as the testing timeframe came closer.

KFD Chief Tosko also spoke to the need of extending lists that would soon be expiring. Chair Higgins advised him lists needed to be extended prior to expiring thus the current lists could not be extended.

KPD Chief Lee asked to have the list for Dispatcher extended to 4/30/14. Motion was made by Commissioner Hodar, seconded by Commissioner Sessions and carried by a voice vote.

KPD Chief Lee also needed clarification for the new Officer exam that was scheduled for May.

SERVICE ADMINISTRATION

City HR Manager Liz Zorc and Chairman Higgins discussed the appointment of Bob Brown to his previous position. Discussion also surrounded clarification of the number of applicants needing to be interviewed compared to the number who applied.

The Commission went into executive sessions at 4:42pm and returned at 4:51pm.

Hearing no further business before this Commission, Chair Higgins adjourned this meeting at 4:52 p.m.

Minutes approved: _____

Lee M. Higgins
Chair

Marilyn Sessions
Member

Kenneth Hodar
Member