

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Wednesday, September 9, 2015
4:30 PM

Present: Marilyn Sessions, Chair
 Christine Klein, Co-Chair
 Lee Higgins, Member

Also Present: Lisa Slater, CSC Coordinator
 Roger Sidoti, City Council, City of Kent
 Liz Zorc, HR, City of Kent
 Michelle Lee, Police Department, City of Kent
 Tracy Wallach, City Council, City of Kent
 Wayne Wilson, City Council, City of Kent

Call to Order

The regular meeting of the Civil Service Commission was called to order at 4:30 PM on September 9, 2015 by Marilyn Sessions, Chair of the Commission. Roll call.

City Council

A City Council Committee was formed to communicate with the Civil Service Commission. Members include: Mr. Sidoti, Ms. Wallach and Mr. Wilson. The Committee and the Commission will work together to ensure the Administration understands the roll and function of the Commission. Discussion of the complexity of the Ohio Revised Code and the Commission's role in interpreting those rules and regulations for the City. The City Council Committee will be available for any future needs of the Commission.

Liz and Lisa are working together to update the CSC rules and regulations. Some changes have occurred in the Ohio Revised Code that need to be reflected in the city rules and regulations. The Commission will update the rules and regulations and present them to the City Council Committee prior to the official publishing for city wide distribution. Current published rules and regulations are from 2009. Liz will offer assistance where needed but the Commission will handle the revision.

The City Council Committee presented two items concerning moving forward:

- The City Manager will handle all future issues regarding Administration and issues with Civil Service Commission.
- The CSC will be invited to any Council meetings in which the CSC or issues regarding the CSC are brought up.

MOTION TO UPDATE THE CITY OF KENT CIVIL SERVICE RULES AND REGULATIONS.

Motion made by Mr. Higgins, seconded by Ms Klein, and carried by a voice vote of 3-0.

Safety Administration

Reinstatement of officer Gormsen. Letter from Chief Lee to the City Manager presented to CSC for review.

Chief Lee discussed the two recent resignations from the department. Mr. Higgins asked the Chief to address the possibility of screening for traits that lead to this early separation. Chief Lee discussed the screening process candidates go through and the importance of a probationary year to make sure the candidate is fit for service with the Police Department. Chief Lee said there has been no common breakdown of candidates who do not make it through the probationary year. The standards have been raised and it is possible that weaknesses are identified sooner than in the past.

Chief Lee sighted 3 current vacancies for Police Officer, 1 conditional offer pending. They are looking at 3 other candidates.

Upcoming assessment: Clerk-Dispatcher on September 16.

MOTION TO APPROVE THE MINUTES OF August 3, 2015.

Motion made by Ms. Klein, seconded by Ms. Sessions, and carried by a voice vote of 3-0.

Civil Service Commission

Discussion regarding coordination of a regular meeting time.

MOTION TO ESTABLISH A REGULAR MEETING BE HELD THE SECOND WEDNESDAY OF EACH MONTH AT 5:00 PM.

Motion made by Mr. Lee, second Ms. Klein, and carried by a voice vote of 3-0.

Health Department

Personnel changes were read.

Request was made to establish an eligible list for Public Health Sanitarian.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR PUBLIC HEALTH SANITARIAN.

Motion made by Ms. Klein, seconded by Mr. Higgins, and passed by voice vote 3-0.

Service Administration

Upcoming examinations include: Water Reclamation Facility Operator on September 12 and Laborer on September 14.

Budget Review

Review of projected costs for testing and invoices for advertising were reviewed. Discussion around advertising costs. Lisa will draft a memo to Mr. Coffee asking for budget amendments to cover costs presented.

Hearing no further business before this Commission, Motion to adjourn made by Ms. Klein, second Mr. Higgins.

Minutes Approved: 12/01/2015

Marilyn Sessions, Chair

Lee Higgins, Member

Christine Klein, Co-Chair