

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Tuesday, December 1, 2015
4:00 PM

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

Also Present: **Lisa Slater, CSC Coordinator**
 Liz Zorc, HR, City of Kent
 John Tosko, Fire Department, City of Kent
 Michelle Lee, Police Department, City of Kent

Call to Order

The regular meeting of the Civil Service Commission was called to order at 4:00 PM on December 1, 2015 by Marilyn Sessions, Chair of the Commission. Roll call.

Civil Service Commission

MOTION TO APPROVE THE MINUTES OF SEPTEMBER 9, 2015

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

Agenda item #2 is not necessary as there are line items in the Civil Service Commission budget than can be adjusted to cover current expenses.

Ms. Slater updated the Commission on the progress of updates to the Civil Service Rules and Regulations for the City of Kent. She is 2/3 of the way though the updated version of the document and will forward the draft on to the Commission members by Friday, December 11, 2015 for review and edits. There would need to be another meeting to adopt the revisions prior to presenting the document to City Council in January.

Health Department

Ms. Zorc notified the Commission that an offer of employment has been extended to Mr. Jason Revesz for the position of Public Health Sanitarian. It is anticipated that he will have a start date of December 14, 2015.

Safety Administration

Personnel changes were read.

Chief Lee updated the Commission on the 3 positions for part time Clerk-Dispatcher that still need to be filled at the Police Department. One promising candidate is being looked at now. An additional qualified candidate has openly expressed interest in becoming a Police Officer.

Several candidates withdrew their applications for various reasons, several were not appropriate hires for the department. She would like to request the remaining individuals on the eligible list (ranking #12- #24) participate in the assessment center screening process as they are in need of additional candidates to consider. Ms. Slater will contact Pat Ramsay and schedule the assessment.

Service Administration

Personnel changes were read.

Ms. Zorc notified the Commission that an offer of employment has been extended to Mr. Craig Heckert for the position of Laborer. It is anticipated that he will have a start date of December 14, 2015.

MOTION TO ADJOURN

Motion made by Mr. Higgins, second Ms. Klein. Meeting adjourned at 4:29 PM

Minutes Approved: 1/25/2016

Marilyn Sessions, Chair

Lee Higgins, Member

Christine Klein, Co-Chair