

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Wednesday, February 25, 2015**  
**4:00 pm**

**Present:**                    **Marilyn Sessions, Chair**  
                                      **Lee Higgins, member**

**Also Present:**            **Michelle Lee, Chief, KPD**  
                                      **Gene Roberts, Service Director**  
                                      **Jim Soyars, Kent City Schools**  
                                      **Linda Jordan, Clerk of Council**  
                                      **Jerry Fiala, Mayor**

**Absent**                            **Christine Klein, Vice Chair**

**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:04 pm on February 25, 2015 by Marilyn Sessions, Chair of the Commission. Roll call was taken.

**MOTION TO EXCUSE CHRISTINE KLEIN.**

Motion made by Ms. Sessions, seconded by Mr. Higgins, and carried by a voice vote of 2-0.

**MOTION TO APPROVE THE MINUTES OF FEB. 4, 2015.**

Motion made by Ms. Sessions, seconded by Mr. Higgins, and carried by a voice vote of 2-0.

**Civil Service Commission**

The Civil Service Coordinator position test was administered on Feb. 18, 2015 at the Fire Department Training Room. Six (6) applicants passed and two (2) did not attend the test. The Eligible list was posted on Feb. 23, 2015 and will be in effect for one year.

**Health Department**

Chair Sessions said they had a memo from HR Manager Elizabeth Zorc requesting approval of a revised job description for the position of Public Health Accreditation Coordinator. Chair Sessions noted Ms. Zorc was not present to discuss the changes. Ms. Jordan said she spoke with Jeff Neistadt, Health Commissioner, prior to the meeting. He told her that they removed the requirement that one must have the Sanitarian's license, and made it a preference.

**MOTION TO APPROVE THE REVISED JOB DESCRIPTION OF THE PUBLIC HEALTH ACCREDITATION COORDINATOR.**

Motion made by Ms. Sessions, seconded by Mr. Higgins, and carried by a voice vote of 2-0.

**Service Administration**

The Laborer's written test was administered on Feb. 17, 2015 at the Stanton Auditoria. Ms. Jordan said the names of those passing the test were forwarded to the Service Director. She said the skills test is to be scheduled by the Service Director.

Chair Sessions said they had a memo from HR Manager Elizabeth Zorc requesting approval of the revised job description of Plant Mechanic. Mr. Higgins questioned the lifting standard of fifty pounds, adding that other places were seventy-five pounds. Since Service Director Gene Roberts was on his way, Ms. Sessions held this until his arrival.

### **Safety Administration**

Chair Sessions said the Compliance Officer written test was administered on Feb. 19, 2015 at the Fire Dept. Training Room. The location was changed because the original location at the Stanton Auditoria was unavailable, as the schools were closed due to inclement weather. Out of nineteen (19) applicants, two (2) did not show, and fourteen (14) were placed on the Eligible list posted on Feb. 24, 2015 and good for one year.

Chief Lee submitted a requisition for the release of names from the Compliance Officer list. She said they will have a current vacancy at the end of May due to a retirement and would be hiring one additional Compliance Officer. She asked that they release all of the names. Mr. Higgins said they normally give the top ten. After some discussion, it was decided that they should release 25% of the names, in accordance with state law. Ms. Jordan was instructed to release the top four applications to Chief Lee.

Chair Sessions said the Promotionals for Captain, Lieutenant, & Sergeant were posted on Feb. 23, 2015. She said the written examinations for Police Promotions for Lieutenant & Sergeant will be administered by Pat Ramsey & Associates on March 10, 2015 at the Police Department Training Room. Chair Sessions said the Assessments for Captain and Lieutenant will be March 14, 2015, to be administered by the Ohio Association of Police Chiefs. She said the Sergeant assessments would also be administered by the Ohio Association of Police Chiefs on April 11, 2015. Chair Sessions said all assessments will be in the Police Department Training Room. Mr. Higgins asked if the Training Room was sufficient, and Chief Lee said they have used the room before, adding it is quiet and large. She said they need two rooms, adding their conference room will be the staging area.

### **Kent City Schools**

Chair Sessions said the Custodial I Worker written test was administered on Feb. 23, 2015 at Roosevelt High School's Cafeteria. She said those results will be posted in the next day or two.

Chair Sessions said they have a request to establish a Secretary I Eligible list from the schools. Chair Sessions said they have tentatively scheduled the Warehouse/Maintenance test and the Secretary I test on April 6 at the Roosevelt High School Cafeteria. She said both tests will be administered by Pat Ramsey & Associates.

Mr. Higgins asked if the Secretary I position would be a replacement due to a retirement, and Mr. Soyars said they have one person transferring to the Board office on August 1, 2015, creating the vacancy. Mr. Higgins said the list may expire too soon, and Ms. Sessions said they can extend it. Mr. Soyars said they wanted to hire the person as soon as possible as a substitute secretary to become familiar before the start of the next school year.

### **Service Administration**

Since Service Director Roberts arrived, the Commission returned to the revised job description of the Plant Mechanic. Mr. Higgins asked about the fifty pound lifting requirement, and Mr. Roberts said they have lifts, etc. to help with lifting. He said the Water Reclamation Plant added an additional tow motor in their basement. Mr. Roberts said the fifty pound limit was unchanged and appropriate.

**MOTION TO APPROVE THE REVISED JOB DESCRIPTION FOR PLANT MECHANIC.**

Motion made by Ms. Sessions, seconded by Mr. Higgins, and carried by a voice vote of 2-0.

**New Business**

Chief Lee requested they extend the Clerk-Dispatcher's list. She said it is due to expire in the next two weeks. After some discussion, it was decided that the existing list was certified on March 24, 2014.

**MOTION TO EXTEND THE CLERK-DISPATCHER'S ELIGIBLE LIST UNTIL JUNE 1, 2015.**

Motion made by Ms. Sessions, seconded by Mr. Higgins, and carried by a voice vote of 2-0.

Chief Lee requested an Eligible List for Police Officer. She said they only had nineteen names on the last list, and have exhausted all of the names. She said they currently have one vacancy with two more anticipated in May or June. Chief Lee said they hired four from the last list.

Ms. Sessions said she would contact Pat Ramsey about the written test. It was decided to have a longer advertising period of approximately three to four weeks.

Chief Lee submitted a request regarding Troy Loomis, Detention Office. She said Mr. Loomis wants to retire from P.E.R.S, and would like to do so without a break. She said it is similar to the DROP program, adding PERS needs a retirement date. Chief Lee asked if it is an issue to have Mr. Loomis retire one day and be rehired the following day. She said he understands he will have no benefits for sixty days. Mr. Higgins asked if he was in the DROP program, and Chief Lee said he was covered under P.E.R.S.

Ms. Sessions asked about the eligible list, and Mr. Higgins said it expired the previous day, Feb. 24. After some discussion and a review of the rules, it was decided a "Notice of Reinstatement" would be sent to the Commission for approval. Mr. Higgins asked if he can continue his health care on his own, and Chief Lee said he has no health care coverage since he is part time.

Ms. Sessions asked if they normally test for police officers on Saturdays, and Chief Lee said that was correct. Ms. Sessions asked if the Fire Department Training Room was adequate, and Mr. Higgins said that while the room holds fifty people, the last test had sixty-nine people. It was decided to check at the high school, and Mr. Soyars said he would check the Saturdays in April for both the police officer and firefighter tests.

Mr. Higgins asked Chief Lee if she submitted the Requisition form, and discussion was held on the form. The only one that has been located deals with the certification of names from the

eligible list. Chief Lee said the form did not appear suitable, adding that is why she submitted the memo. Ms. Sessions said they would move forward with the dates.

Mr. Higgins asked the next step with the Civil Service Coordinator position, and Chair Sessions suggested they hold that discussion until Ms. Klein joins them. Mr. Higgins asked if they would create a schedule, and Chair Sessions again said she wanted to wait for the third member. Mr. Higgins said they need to get it moving forward.

Hearing no further business before this Commission, Chair Sessions adjourned this meeting at 4:45 p.m.

Minutes Approved: \_\_\_\_\_

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Marilyn Sessions, Chair

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Lee Higgins, member

ABSENT  
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Christine Klein, member