

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, June 15, 2015
5:00 pm

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

Also Present: **Lisa Slater, CSC Coordinator**
 Liz Zorc, HR, City of Kent
 Michelle Lee, Chief, KPD
 Jim Soyars, Kent City Schools

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:03 pm on June 15, 2015 by Marilyn Sessions, Chair of the Commission.

MOTION TO APPROVE THE MINUTES OF February 25, 2015 and March 31, 2015.

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

Civil Service Commission

Personnel changes were read.

Health Department

Position of part time Accreditation Coordinator posted from May 20, 2015 through June 11, 2015. There are 17 applicants. The written exam will be held June 23 by Ramsey & Associates at the Kent Fire Department training room.

Kent City Schools

Personnel changes were read.

Correction to item 8. c. Linda Putaturo hired as Secretary I, Walls Elementary, effective ~~June 16, 2015~~ August 3, 2015.

Safety Administration

Personnel changes were read.

Mr. Higgins asked how many Police Officer positions are currently open. Chief Lee responded that due to recent retirements there are two current openings.

A request was submitted for a list for Clerk-Dispatcher. The eligibility list expired in March. There was an approved extension of that list but the extension has also expired. There is currently one position needing filled. A test will need to be arranged to create a new eligibility list. The job description was provided. Ms. Slater asked that Chief Lee review that posting and get back to her with edits. Ms. Slater has contacted Ramsey & Associates for a quote on testing and is waiting for a response.

Service Administration

Personnel changes were read.

Correction to item 11. a. 2. John Stirm hired as Laborer effective ~~April 24, 2015~~ April 27, 2015.

A request was made for Water Reclamation Facility ~~Manager~~ Operator. There is a vacant position due to a retirement. Position opened up through the AFSCME bidding process, no interest. Lisa provided the job description for review.

Mr. Higgins recommended C. Scott Williams from Stark State for any water treatment or reclamation testing.

Hearing no further business before this Commission, Chair Sessions adjourned this meeting at 5:26 p.m.

Minutes Approved: _____

Marilyn Sessions, Chair

Lee Higgins, member

Christine Klein, Co-Chair