

CITY OF KENT
CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, January 25, 2016
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
 Jayne Cole, Police Department, City of Kent
 Jim Silver, Law Department, City of Kent

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:00 PM on January 25, 2016 by Marilyn Sessions, Chair of the Commission. Roll call.

MOTION TO APPROVE THE MINUTES OF December 1, 2015.

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

Civil Service Commission

Discussion tabled till the end.

Health Department

Personnel changes were read.

Safety Administration

Personnel changes were read.

Update on the position of Clerk-Dispatcher. A second round of 911 call simulation assessments took place on Friday, January 22, 2016. One conditional offer has been made. Upon that candidate's acceptance there will be 2 remaining part time vacancies for Clerk-Dispatcher.

Mr. Higgins questioned the length of time it is taking to fill these positions. Mr. Silver explained the extensive nature of the background checks for staff of the Police Department.

Chief Lee submitted a written request to extend the Promotional Eligibility Lists for Police Sergeant, Lieutenant and Captain for an additional year.

Correction to item 5, c. - The Police Sergeant Promotional List is set to expire in April 2016.

**MOTION TO EXTEND THE PROMOTIONAL LISTS FOR POLICE SERGEANT,
LIEUTENANT AND CAPTIAN FOR ONE YEAR.**

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

Service Administration

Personnel changes read.

Mr. Cole was excused.

Civil Service Commission

Ms. Slater presented the draft copy of the City of Kent Rules and Regulations to those present. There were minimal changes to the law since the last City of Kent version published in 2009. Three items were brought up for discussion. Each item was addressed and further information is needed in order to make changes.

Hearing no further business before this Commission, **MOTION TO ADJORN**, made by Ms. Klein, second Mr. Higgins, and carried by a voice vote of 3-0.

Minutes Approved: 02/29/2016

Marilyn Sessions, Chair

Lee Higgins, Member

Christine Klein, Co-Chair