

**City Of Kent
CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
Monday, February 29, 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
Michelle Lee, Police Department, City of Kent

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:00 PM on February 29, 2016 by Marilyn Sessions, Chair of the Commission. Roll call.

Civil Service Commission

MOTION TO APPROVE THE MINUTES OF JANUARY 25, 2016.

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

Rotation of the Chairperson. Mr. Higgins explained that historically the Chairperson has been rotated yearly. Discussion around members serving either a one or two year term. Mr. Higgins suggested Ms. Klein be the next to hold the position. She declined, electing to spend a year learning about Civil Service before she accept the responsibility of the seat.

MOTION TO ADDRESS THE ROTATION OF THE CHAIR AT THE JANUARY 2017 MEETING.

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

Review of the revisions to the Civil Service Rules and Regulations publication. Ms. Slater will email the updated version with changes. Technical issues prohibited her from making that information available to the Commission. Additional minor typos and grammatical issues are being corrected. A work session will need to be scheduled to give the Commission time to go over the Rules and regulations.

Mr. Higgins asked if Council wants to review? Ms. Zorc suggested the committee members, Mr. Sidoti and Ms. Wallach, receive a copy and the Clerk will let Ms. Slater know how to proceed. Ms. Slater will contact the Clerk of Council to find out the timeline for getting information on the agenda for Council.

Safety Administration

Personnel changes were read.

Currently there are two part time vacancies for Clerk-Dispatcher and two vacancies for Police Officer.

Lt. Lewis and Ms. Slater have met to discuss individuals on the eligible list who have been screened and are not eligible.

Mr. Frasier, Compliance Officer, submitted his paperwork and will retire on March 31st.

Ms. Slater provided Lt. Lewis with an updated certified list for Compliance Officer prior to it's expiration on February 24th. The Commission discussed that the intent to extend the list was clear when a new certification was provided prior to it's expiration.

MOTION TO ACCEPT THE EXTENSION OF THE ELIGIBLE LIST FOR COMPLIANCE OFFICER FOR 6 MONTHS

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

Service Administration

Correction to item 5, a, i – Jerome Mullins, Master Mechanic, will retire effective April 30, 2016.

Gene Roberts has verbally given Ms. Zorc a retirement date of April 3, 2016. She wanted to inform the Commission of the upcoming change.

There is testing required for the Master Mechanic position that will be conducted by the Service Department. Position will be open for bid internally. If the position is filled internally there will be another open position that will be opened for bid internally and so forth. This may lead to the eventual need to fill vacancies in the Laborer position. Gerald Shanley has been keeping Ms. Slater informed on the process. There is an active Laborer list that will expire in the Fall. Ms. Slater will double check the date in order to renew if needed.

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

5:28 PM.

Minutes Approved: 4/13/16

Marilyn Sessions, Chair

Lee Higgins, Member

Christine Klein, Co-Chair