

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Wednesday, May 18, 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

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:07 PM on May 18, 2016 by Marilyn Sessions, Chair of the Commission. Roll call.

Civil Service Commission

MOTION TO APPROVE THE MINUTES OF FEBRUARY 29, 2016.

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

Old Business – At the last meeting the Commission heard from Pat Hoaglin, Secretary I, Kent City Schools. Lisa Slater followed up with Mr. Silver, City Law Director, about Ms. Hoaglin’s concerns that Kent City Schools could make adjustments to job descriptions without Commission approval. Ms. Sessions read a memo from Mr. Silver (attached). Mr. Higgins restated that the Commission could make comment on any changes that are made but do not have the authority to approve.

State Personnel Board of Review – Annual Report – Ms. Slater provided a copy of the report to the Commission (attached).

Mr. Higgins inquired about current open positions and active lists. The Clerk-Dispatcher list for the Police Department is nearing exhaustion. The Commission discussed test format and screening methods. Ms. Slater will contact Chief Lee to discuss future testing and how do we improve the process?

Safety Administration

Chief Lee requests we extend the eligibility list for Police Officer for an additional year.

Chief Tosko requests we extend the eligibility list for Firefighter/Paramedic for an additional year.

MOTION TO EXTEND THE FIREFIGHTER/PARAMEDIC LIST FOR AN ADDITIONAL YEAR.

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

Service Administration

Personnel changes were read.

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.

5:42 PM.

Minutes Approved: 9/12/16

Marilyn Sessions, Chair

Lee Higgins, Member

Christine Klein, Co-Chair