

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, December 19, 2016
4:00 PM

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

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

Call to Order

The regular meeting of the Civil Service Commission was called to order at 4:03 p.m. on December 19, 2016 by Marilyn Sessions, Chair of the Commission. Roll call.

Civil Service Commission

MOTION TO APPROVE THE MINUTES OF September 12, 2016

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

Personnel changes were read.

A test has been scheduled for the Civil Service Coordinator position. The test will take place on Thursday, January 5, 2017 at 6:00 p.m. at the Kent Fire Department training room. Mr. Higgins and Ms. Sessions are both available to assist.

Ms. Slater will be available to provide some assistance to her replacement upon hire.

Discussion took place around the temporary need for an individual to take over the duties of the Civil Service Coordinator.

MOTION TO CONSIDER HIRING A TEMPORARY CIVIL SERVICE COORDINATOR IF THE NEED SHOULD ARISE

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

Kent City Schools

No new business.

Health Department

Personnel changes were read.

A test has been scheduled for the Accreditation Coordinator position with the Health Department. The test will take place on Thursday, January 5, 2017 at 6:00 p.m. at the Kent Fire Department training room. Mr. Higgins and Ms. Sessions are both available to assist.

The rescheduling of the test for Account Clerk was overlooked when putting together the addenda for this meeting. That test will take place at the Kent Roosevelt High School cafeteria on Wednesday, January 4, 2017 at 6:00 p.m. Ms. Klein is available to assist. Ramsey and Associates will be administering all 3 of the upcoming tests. Ms. Sessions will act as the point person in the absence of a Civil Service Coordinator. Ms. Slater will have test day materials ready.

Safety Administration

Chief Tosko has additional names to be removed from the Eligible list for Firefighter/Paramedic. Ms. Slater has received written notification from several applicants and will move forward with adjustments to the list.

Service Administration

Personnel changes were read.

Gerald Shanley, Facilities Manager, has retired. His position will be filled in early January.

Ms. Klein brought the rotation of the Chairperson to the groups attention. It was requested that this item be added to the January agenda. The next meeting will take place on Wednesday, January 11, 2017. The Commission will go into Executive Session to discuss the hiring of the next Civil Service Coordinator.

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

Meeting adjourned

4:33 p.m.

Minutes Approved: _____

Marilyn Sessions, Chair

Lee Higgins, Member

Christine Klein, Co-Chair