

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, May 17, 2021
5:00 PM

Present: Christine Klein, Chair
Allyson Chicoski, Member
Marilyn Sessions, Member

Also Present: Dawn Bishop, CSC Coordinator
Joan Seidel, Health Commissioner

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:12 pm on Monday, May 17, 2021, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of April 19, 2021 made by Ms. Sessions, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Budget & Finance

Personnel Change Read.

Health Department

Ms. Seidel explained the job description changes for the position of Accreditation Coordinator, the recent vacancy in the position, and her request to establish a list for the position. The major change in the job description was removing the responsibility of accepting US Passport applications.

Ms. Chicoski was concerned that the necessary education and requirements didn't match the tasks in the job description. She said it seemed the position should have a background in education and grant writing from what is being required of them.

Ms. Seidel explained the Accreditation Coordinator position didn't present educational material and just had to manage the grants. The background and education listed in the job description she believed meet the requirements of the job.

Ms. Chicoski said she was just concerned that the Health Department wouldn't get the candidate they were looking for if they were not more specific in the job requirements. Some discussion followed and Ms. Klein asked if Ms. Sessions had any questions, she did not.

MOTION TO ACCEPT THE JOB DESCRIPTION AND HOLD AN EXAM FOR THE POSITION OF ACCREDITATION COORDINATOR made by Ms. Klein, seconded by Ms. Sessions, CARRIED by a voice vote of 2-0 with Ms. Chicoski abstaining.

Parks & Recreation

Personnel Change Read.

Parks and Recreation

Personnel Change Read.

Safety Administration

Kent Police Department
Personnel Change Read

Adjournment

MOTION TO ADJOURN THE MEETING AT 5:32 PM made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Minutes approved: June 21,2021 (remote meeting)

Christine Klein

Marilyn Sessions