



# Civil Service Commission

City of Kent 930 Overholt Road Kent, Ohio 44240 330-678-8101

## ***Civil Service Commission Meeting*** ***July 20, 2020, 5:00 pm***

*Due to the COVID-19 pandemic, the Civil Service Commission meeting will be held virtually.*

### Call to Order

Roll Call

### Civil Service Commission

1. Approval of Commission Meeting Minutes – May 18, 2020 and June 15, 2020.
2. Marilyn Sessions appointed to the Civil Service Commission- term June 20, 2020- December 31, 2025.

### Kent City Schools

1. Personnel Changes:
  - a. New Hire: Miriam Lattimer, Payroll Manager, effective July 13, 2020.
  - b. New Hire: Amy Keller (Winter,) Typist II RHS Career Ed, effective August 3, 2020.
2. Request for a temporary exemption to fill the vacant Mechanic position.

### Safety Administration

#### Kent Police Department

1. Updated Job Descriptions:
  - a. Administrative Assistant to the Chief of Police
  - b. Secretary to the Chief of Police

#### Kent Fire Department

1. Personnel Changes:
  - a. Promotion: Shawn Baynes, Lieutenant, effective June 29, 2020.
  - b. Conditional Offer of Employment: Francesco Fioritto, Firefighter-Paramedic
  - c. Conditional Offer of Employment: Jordan Bedell, Firefighter-Paramedic
2. Captain Assessment scheduled with Ohio Fire Chiefs' Association for October 10, 2020.
3. Chief Assessment scheduled with Ohio Fire Chiefs' Association for November 7, 2020.

### City Manager

Personnel Change:

Resignation: Harrison Wicks, Assistant to the City Manager, effective July 14, 2020.

### Adjournment

*Any person who requires an auxiliary aid or service for effective communication or a modification of policies and procedures to participate in the Civil Service Commission public meeting or event should contact the Civil Service Commission at 330-678-8101 or [civilservice@kent-ohio.org](mailto:civilservice@kent-ohio.org). Any request for auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight (48) hours prior to the event.*