

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, FEBRUARY 24, 2020
5:00 PM

Present: Christine Klein, Chair
Allyson Chicoski, Member

Also Present: Dawn Bishop, CSC Coordinator
Hope Jones, City of Kent, Law Director
Michelle Lee, City of Kent, Police Chief
Melanie Baker, City of Kent, Service Director

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:00 pm on Monday, February 24, 2020, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MINUTES OF January 27, 2020 made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Kent City Schools

Personnel Change Read.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR TYPIST II, CONTINGENT ON HEARING FROM MR. SOYARS AFTER THE INTERNAL BIDDING PROCESS, made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Safety Administration

Kent Police Department

Personnel Changes Read.

Chief Lee said they have hired one Detention Officer off the list established in 2019. The rest of the candidates either failed to respond or did not pass the drug screen.

Ms. Klein asked why there were not more on the eligible list and was there a problem with the last exam.

Chief Lee said no she doesn't believe there's a problem with the testing product. They've reached out to local police academies and she would have thought more would find this a good entry level, foot in the door, opportunity. She would like to have the posting open/advertised for at least three weeks.

MOTION TO HOLD A DETENTION OFFICER WRITTEN EXAM TO ESTABLISH AN ELIGIBLE LIST made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Kent Fire Department

Discussion regarding the upcoming firefighter/paramedic exam on March 10 at 6pm. Ms. Klein said she would attend to help moderate the exam as over 100 were expected.

Neither Ms. Klein nor Ms. Chicoski were available at 9am on April 21, if additional help was needed to moderate the fire lieutenant written exam. Ms. Jones said she could be there with Ms. Bishop and requested a meeting invite.

Service Department

Personnel Change Read.

Ms. Baker said after a lot of movement within the service department, things seem to have slowed down. There is one position to fill after the Plant Mechanic at Water Rec transferred to Central Maintenance. This Plant Mechanic position requires a particular knowledge/skill set, including hydraulic and electrical knowledge and experience, and they have an in house exam ready to go that Ms. Baker, the plant manager, and HR have taken a look at and reviewed. After that would be administered, they would also have a skills test for top passing applicants.

Ms. Klein asked when she would like to have the exam as all we would have to do is make sure the training room is available.

Ms. Baker said what about the week of March 23rd?

Ms. Bishop asked if March 30 would be ok, 23rd is Spring Break, and she would check with Krissie w/Fire in the morning and reserve the room for the Plant Mechanic exam.

MOTION TO HOLD A PLANT MECHANIC WRITTEN EXAM TO ESTABLISH AN ELIGIBLE LIST made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Budget & Finance

Personnel Changes Read.

Community Development

Personnel Change Read.

Civil Service Commission

Ms. Klein had follow up from speaking before City Council the previous week regarding the change in Council rules that required reappointments to appear before Council, Mr. Higgins running into car trouble out of state and missing that interview, and the commission running with two members. She was also provided a time line of events from the Clerk of Council, Ms. Wilkens. Ms. Klein said it went really well, Council admitted there was a failure in communicating to the different commissions, which they would try in the future to correct. Ms. Klein said it was suggested to have an interim member and Ms. Jones said while she couldn't act as an official commission member, she was more than happy to attend meetings, give her opinion, and help when needed and she's available. Ms. Klein also said the only question she had that she didn't believe was addressed by Council was why did Mr. Higgins have to put in another application?

Ms. Jones said it was decided by City Council that applicants who did not appear for an interview, their applications would be considered null and void. But there would be nothing barring Mr. Higgins from resubmitting the same application with a new date.

Discussion regarding how well the Commission has been operating with Mr. Higgins and the two current members.

Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 5:58 PM

Motion was made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Minutes approved: May 18, 2020

UNABLE TO SIGN
Christine Klein, Chair

VIRTUAL MEETING 5/18/20
Allyson Chicoski, Member