

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Monday, May 18, 2020**  
**5:00 PM**

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**Present:** Christine Klein, Chair  
Allyson Chicoski, Member

**Also Present:** Dawn Bishop, CSC Coordinator  
Hope Jones, City of Kent, Law Director  
Jim Soyars, Kent City Schools, Director of Business Services

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**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:02 pm on Monday, May 18, 2020, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MINUTES OF February 24, 2020, made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

**Kent City Schools**

Personnel Change Read.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR MECHANIC AS THERE WERE NO SUITABLE INTERNAL APPLICANTS, made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Mr. Soyars explained as last year's Account Clerk eligibility list is coming up on expiration and was created for a full time position, they are asking for the vacant part time Account Clerk be advertised as such and a new eligibility list created.

Ms. Chicoski asked if this position was different than the Typist II that was already coming up to be posted and Ms. Bishop confirmed it was.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR ACCOUNT CLERK I (PT), made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Ms. Bishop asked if the test could be given with the in house test and Mr. Soyars said whatever needed to be done to get a list. Ms. Klein asked if he would like to review the test and it was decided that Ms. Bishop would send Mr. Soyars a sample from the different sections of the test. The commission's exam was last given in 2012 and Mr. Soyars said no major updates to the job description have been made since that time.

Mr. Soyars said any building space that was needed for the exams is available, whether classrooms or the cafeteria. The classrooms and restrooms will all be sanitized before the exams and hand sanitizer will be available for applicants to use. Wipes would be available if examinees wished to wipe down the keyboards themselves.

Ms. Chicoski said we had been brainstorming about breaking up the tests into sessions but then bringing in another group before sanitizing the classroom wouldn't work. Mr. Soyars said a custodian could be on duty if there was a slight break in between tests or just use a different room for the second session. They're not using the buildings for summer school and we can get creative on the use of the buildings.

Ms. Jones worried about if we have two times, what if we have someone who passes those who had already taken the test and lets them know what was on the test. Ms. Jones also inquired of Mr. Soyars if the school required masks.

Mr. Soyars said yes, all essential school employees have been wearing masks. Ms. Jones said it could be advertised in big letters on the announcement 'must wear a mask.'

Ms. Chicoski began the discussion about advertising two exam times when we may not need those times and then we have someone say well I can't come at 5 but I can come at 7. Ms. Bishop suggested saying the exam time would be an assigned time after 5pm. Everyone agreed that was fine. Ms. Klein asked should we say something about due to social distancing, applicants will get a random testing time assigned to them. Ms. Jones said something could be written in the announcement along the lines Due to the COVID-19 pandemic, applicants will be randomly given an exam time.

Regarding examinees relaying answers to the session after them, Ms. Bishop suggested maybe mixing up the questions from one seating to the next. Ms. Chicoski said maybe the third commissioner could be around to make sure that applicants clear the building and don't have contact with people coming in. Ms. Jones said she could help out if needed too. Ms. Klein asked Mr. Soyars if maybe a separate exit could be used and he said yes that is doable; he could even put up signs leading to the exit off the CTE wing. Ms. Jones said that would be great, even for safety sake.

### **Safety Administration**

#### **Personnel Change Read.**

Ms. Klein asked about the police officer eligible list and if they needed one and Ms. Bishop said one was just established in October.

### **Civil Service Commission**

#### **Misc Business:**

Ms. Klein wanted to ask how the Fire Lieutenant assessment went. Ms. Bishop said she would be getting the results of that assessment with the written exam results, once that's been done, but hasn't heard any feedback regarding the assessment.

Follow up discussion regarding speaking at the next meeting regarding sign in process, etc, for the June 16 and June 20 exam and typing test. Ms. Klein asked for a check list to be made so we know we have signage covered, correct number of rooms, etc

### **Adjournment**

**MOTION MADE TO ADJOURN THE MEETING AT 5:32 PM**

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

Minutes approved: \_\_\_\_

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Christine Klein, Chair

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Allyson Chicoski, Member