

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, April 19, 2021
5:00 PM

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

Also Present: Dawn Bishop, CSC Coordinator
Suzanne Stemnock, City of Kent, Human Resources Manager
John Tosko, City of Kent, Fire Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:02 pm on Monday, April 19, 2021, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of February 22, 2021 made by Ms. Chicoski, seconded by Ms. Sessions, and CARRIED by a voice vote of 3-0.

Community Development

Personnel Changes Read

Health Department

Personnel Change Read

Human Resources

Ms. Stemnock explained her memo to the Commission. In 2017, the Senior Account Clerk was removed from AFSCME and placed under the General Compensation Plan and the Health Department Secretary was removed from the General Compensation Plan to now fall under the AFSCME contract. The actual Civil Service classifications were not changed at that time as the Payroll Administrator position was occupied. The Payroll Administrator is retiring so now is the time to get this in line with the rest of the city's positions.

Ms. Chicoski wanted clarification: this request is to remove the Payroll Administrator from civil service and put the Health Department Secretary under civil service.

Ms. Stemnock said yes that's correct, to align with the rest of the city's positions. The Health Department Secretary right now is the only AFSCME position not under Civil Service status.

MOTION TO ACCEPT THE JOB DESCRIPTION AND CLASSIFICATION CHANGES FOR THE PAYROLL ADMINISTRATOR AND HEALTH DEPARTMENT SECRETARY made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

Parks and Recreation

Personnel Change Read

Some discussion about the changes in the Parks and Recreation Department and where things stood in appointing a new director.

Safety Administration

Kent Police Department
Personnel Change Read

Kent Fire Department
Personnel Change Read. Chief Tosko gave an update on the Firefighter-Paramedic Eligible List and they are in the process of interviewing.

Service Administration

Personnel Changes Read

Adjournment

Ms. Chicoski informed the Commission she was beginning her Phd program soon and needed to clear her plate of some things and therefore would be resigning from the Civil Service Commission before the end of her term. Everyone congratulated Ms. Chicoski. She said she would be sending an email to the Clerk of Council.

MOTION TO ADJOURN THE MEETING AT 5:16 PM made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Minutes approved: May 17, 2021

During the virtual meeting of May 17, 2021: MOTION TO APPROVE THE MINUTES OF APRIL 19, 2021, made by Ms. Sessions, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Christine Klein

Allyson Chicoski

Marilyn Sessions