

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES

Monday, January 22, 2018

4:30 PM

Present: Christine Klein, Chair
Lee Higgins, Co-Chair

Also Present: Dawn Bishop, CSC Coordinator
Suzanne Stemnock, City of Kent, Human Resources Manager
Jim Soyars, Kent City Schools, Director of Business Services
Michelle Lee, City of Kent, Police Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 4:35 pm on Monday, January 22, 2018 by Christine Klein. Roll call was taken.

Civil Service Commission

MOTION TO APPROVE THE MINUTES for December 12, 2017

Motion made by Ms. Klein, seconded by Mr. Higgins, and carried by a voice vote of 2-0.

MOTION TO APPROVE THE MINUTES for 11/20/2017, as draft summary only

Motion made by Ms. Klein, seconded by Mr. Higgins, and carried by a voice vote of 2-0.

Discussion and agreement for a change of February meeting to February 26, 2018.

Discussion and agreement to changing the time of regular Civil Service Commission Meetings held on the third Monday of the month to begin at 5pm.

Discussion regarding Civil Service Coordinator job expectations to include keeping a job responsibility binder, commission calendar, researching testing administrators, where to advertise exam notices, getting in contact with department heads and neighboring communities' civil service coordinators for leads and ideas.

Safety Administration

Kent Police Department

Personnel changes were read.

Police Chief Lee had discussion with the Commission after having exhausted the current Clerk-Dispatcher list, requesting a new eligible list, possibly using Ramsey and Associates to administer said exam for the two open positions, and contacting previous applicants.

MOTION MADE TO INVALIDATE THE CLERK-DISPATCHER ELIGIBLE LIST

Motion was made by Ms. Klein, seconded by Mr. Higgins, and carried by a voice vote of 2-0.

Update on police officer list

Community Development

Personnel changes were read.

Service Department

Personnel changes were read.

Kent City Schools

Personnel changes were read.

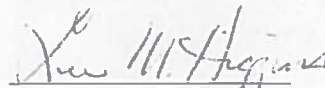
Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 5:16 PM

Motion was made by Ms. Klein, seconded by Mr. Higgins.

Minutes approved: May 21, 18


Christine Klein, Chair


Lee Higgins, Co-Chair