

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES

Monday, December 17, 2018

5:16 PM

Present: Christine Klein, Chair
Lee Higgins, Member
Allyson Chicoski, Member

Also Present: Dawn Bishop, CSC Coordinator
Michelle Lee, City of Kent, Police Chief
Hope Jones, City of Kent, Law Director
James Soyars, Kent City Schools, Director of Business Services

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:16 pm on Monday, December 17, 2018 by Christine Klein. Roll call was taken. Ms. Chicoski joined meeting after the police personnel change was read.

Civil Service Commission

MOTION TO APPROVE THE MINUTES for November 19, 2018.

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

Safety Administration

Kent Police Department personnel change read. Chief Lee stated the intended date for Captain and Lieutenant Promotions is January 10, 2019.

Chief Lee said the position allocation change for Records Clerk was taken to council and the position was authorized. Request made to move ahead with filling the position.

MOTION MADE TO POST THE EXAM NOTICE FOR THE CLASSIFICATION OF RECORDS CLERK.

Motion was made by Mr. Higgins, seconded by Ms. Klein, carried by a voice vote of 3-0.

Regarding the absence of language in the City of Kent CSC's Rules and Regulations regarding inspection of exam papers, and after recent requests to review the written sergeant and lieutenant exam, Ms. Jones had a draft for the commission to consider adding to the Rules and Regs possibly sometime in the future. Ms. Jones pointed out the differences in 124.44 for patrol officer promotions and 124.45 for fire fighters promotions. There is no provision for review and protest under patrol officer promotion where there is for fire fighter promotions. Ms. Jones also pointed out when researching case law, the Supreme Court has held that candidates have a right to take a look at the examinations and have a protest period. Mr. Higgins said if language regarding exam review was taken out of Rules and Regulations, his recollection would be that it was because it was not in the Ohio Revised Code. Ms. Jones agreed it's not in the ORC, the Supreme Court acknowledges that, but basically it's "patently unfair to allow Fire Fighter promotional test to have that period of examination and protest and not in the patrol officers."

Ms. Jones requests that tonight the Commission just look at the requests to review the sergeant and lieutenant written exams and determine should the applicants be allowed to review and in the future take a look at placing the language back in to the Rules. Chief Lee suggested to be fair that the opportunity for exam review be extended to all candidates, not just the two who had already put in requests. Ms. Chicoski wanted to put a stipulation in for anyone who does review the exam that they would not be permitted to take the same form of the exam within six months. Ms. Klein suggested that someone from the Commission be on hand at the time of review and that certain ground rules for the review be written at

the time of email notification to the candidates. Ms. Klein questioned if there were protests made after the review, could the Commission go to Chief Lee and ask for her opinion on a question, or go to another police chief elsewhere. Chief Lee agreed as long as the protests had no identifiers on them that should be ok. Mr. Higgins suggested not making policy at this point from the request of one exam review, and questioned if the court ruled some way eighteen years ago, why has the ORC not been changed and should reach out to someone in Columbus for advice.

MOTION MADE TO SEND EMAIL TO ALL SGT AND LT CANDIDATES OFFERING ALL THE OPPORTUNITY TO REVIEW THEIR WRITTEN EXAM. MUST NOTIFY THE COMMISSION IN WRITING WITHIN FIVE DAYS FROM READ RECEIPT OF EMAIL.

Motion was made by Ms. Klein, seconded by Ms. Chicoski, carried by a voice vote of 3-0.

MOTION MADE THAT IF SGT AND LT CANDIDATES CHOOSE TO REVIEW THE EXAM, HAVE FIVE DAYS AFTER REVIEW OF EXAM, TO PLACE THEIR PROTESTS IN WRITING TO THE COMMISSION. THERE WILL BE NO DISCUSSION OF THE EXAM AT THE REVIEW AND ANY APPLICANT WHO EXERCISES THEIR RIGHT TO INSPECT THE EXAMINATION PAPERS SHALL NOT BE PERMITTED TO TAKE AN EXAMINATION AGAIN FOR THE SAME CLASSIFICATION WITHIN A SIX MONTH PERIOD FOLLOWING THE INSPECTION UNLESS AN ALTERNATE FORM OF EXAMINATION IS GIVEN.

Motion was made by Ms. Klein, seconded by Ms. Chicoski, carried by a voice vote of 3-0.

Discussion regarding ground rules for the review.

Kent City Schools

Personnel changes read.

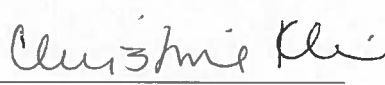
Mr. Soyars expressed his appreciation, on behalf of the school district, for the CSC allowing Kent City Schools to step outside the normal process for advertising, interviewing, and hiring of the new Payroll Manager. As they had suspected, they had no internal applicants for the position. They are thrilled with the selection of Ms. DePompei as the Payroll Manager. Mr. Soyars had some updates on the selection process of the transportation secretary; it had been posted internally, had done some typing tests, and are on the interview step now. Mr. Soyars said they just received a retirement letter from an Account Clerk II and that's why that is not on the agenda. There is a Board meeting the next evening.

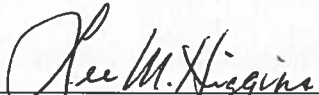
Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 6:14 PM

Motion was made by Ms. Klein, seconded by Ms. Chicoski, and carried by a voice vote of 3-0.

Minutes approved: 1-28-19


Christine Klein, Chair


Lee Higgins, Member


Allyson Chicoski, Member