

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Monday, March 13, 2017**  
**5:00 PM**

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**Present:**                 **Marilyn Sessions, Chair**  
                                  **Christine Klein, Co-Chair**  
                                  **Lee Higgins, Member**

**Also Present:**           **Fran Moore, CSC Coordinator**  
                                  **Liz Zorc, HR, City of Kent**  
                                  **Chief John Tosko Fire Department, City of Kent**  
                                  **Jim Soyars, Kent City Schools**  
                                  **Suzanne Stemnock, City Manager's Office**

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**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:02 p.m. on March 13, 2017 by Marilyn Sessions, Chair of the Commission. Roll call.

**Civil Service Commission**

Announcement of New Civil Service Coordinator- Frances Moore, was made.

**MOTION TO APPROVE THE MINUTES OF December 19, 2016**

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

Revision of Rules and Regulations was brought forth, and still new a few corrections.

State Board of Review documents will be updated and submitted to Ms. Sessions for 2016 for signature.

**MOTION TO ROTATE CHAIR** was made by Mr. Higgins, seconded by Ms. Sessions, and carried by a voice vote 3-0. Christine Klein is new Chair of the Commission effective immediately.

Discussion took place to set a standard day monthly for Civil Service Meeting, agreement was made for 2nd Monday at 5:00 pm, beginning April 10<sup>th</sup>, 2017. If there is no agenda the meeting will be canceled.

Discussion took place to include a resume with all job positions. Decision was made to allow the Department heads make that decision when filling a position.

Discussion took place about Ohio Revised Code 124.26 explaining clarification of expired lists, a request was made to get further details for Columbus on wording.

### **Kent City Schools**

#### **MOTION WAS MADE TO CREATE ELIGIBLE LIST FOR WAREHOUSE/MAINTENANCE WORKER FOR KENT CITY SCHOOLS**

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

Request was made by Mr. Soyars to use #11 on Kent City Schools Account Clerk eligible list, and #11 possibly on Typist II eligible list for hiring a vacant position, carried by a voice vote 3-0.

Personnel changes were read.

### **Health Department**

Personnel changes were read.

### **Safety Administration**

#### **Kent Fire Department**

Personnel changes were read.

Fire Chief John Tosko made aware that there could be a need for another Fire Fighter/Paramedic job posting for 2017.

#### **Kent Police Department**

Personnel changes were read.

Police Chief Michelle Lee requested a new test be scheduled for summer for new recruitment.

#### **MOTION WAS MADE FOR HIRING POLICE AND FIRE DEPARTMENT**

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

### **Service Administration**

#### **Central Maintenance**

Personnel changes were read.

**Human Resources**

Announcement was made that Liz Zorc will be retiring from Human Resources effective March 19, 2017. Her last day will be March 17, 2017.

**Water Treatment**

Personnel changes were read.

Hearing no further business before this Commission, **MOTION TO ADJOURN**

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

Meeting adjourned

5:48 p.m.

Minutes Approved: 7/17/2017

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Christine Klein, Chair

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Lee Higgins, Co-Chair

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Marilyn Sessions, Member