

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES – DRAFT SUMMARY
Monday, November 20, 2017, 4:30 pm

Present: Christine Klein, Chair
Marilyn Session, Member

Also Present: Suzanne Stemnock, City of Kent, Human Resources
Harrison Wicks, City Manager's Office
Melanie Baker, Service Director

Call to Order

The regular meeting of the Civil Service Commission was called to order at 4:40 pm on Monday, November 20, 2017. Roll call was taken.

Civil Service Commission

1. Approval of Commission Meeting Minutes from October 6, 2017. A motion to approve minutes made by Ms. Sessions, seconded by Ms. Klein, and carried by voice vote of 2-0.
2. Hiring a Civil Service Coordinator – An ad has been placed in the Record-Courier from 11/18 – 11/26. Suzanne Stemnock and Bridget Susel have helped get the posting placed at Overholt office and on the City website. Exam date is scheduled for Friday, December 8, at KFD, with Pat Ramsey administering. A question was raised regarding the previous coordinator eligibility list that is less than 1 year old. The other possible candidate whose background was checked, Stacey Owens, is no longer interested in the position.

Service Department

1. Plant Manager exam was held on Friday, 11/17/17. Results were received from Pat Ramsey and reviewed at the meeting. All candidates passed, applications will be reviewed for military service credit, and the Service Director will proceed with interviews. A question was presented regarding the questions and content of the Plant Manager exam that didn't seem to pertain to our water plant. If needed, we can ask Pat Ramsey if we can review questions.
2. Request for Water Plant Operator – Melanie Baker and Suzanne Stemnock will check on whether or not a requisition was previously submitted. A motion was made by Ms. Sessions, seconded by Ms. Klein, and carried by voice vote of 2-0 to approve proceeding with an exam when needed. To be reviewed at 12/18 CSC meeting.

A motion was made by Ms. Klein to adjourn the meeting at 6:00 pm, seconded by Ms. Sessions, and carried by voice vote of 2-0.

Minutes Approved as a Draft Summary only

_____ Christine Klein, Chair	Absent _____ Lee Higgins, Co-Chair	_____ Marilyn Sessions, Member
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