

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Monday, October 16, 2017**  
**4:30 PM**

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

**Also Present:**           **Fran Moore, CSC Coordinator**  
                                  **Michelle Lee, City of Kent Police Department**  
                                  **Suzanne Stemnock, City of Kent, Human Resources**  
                                  **Harrison Wicks, City Manager's Office**  
                                  **Brian Johnson, Water Plant Chief Operator**  
                                  **Melanie Baker, Service Director**  
                                  **Bridget Susel, Director Community Development**  
                                  **Jeff Neistadt, Health Commissioner**

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**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 4:45 p.m. on October 16, 2017 by Marilyn Sessions, and 2<sup>nd</sup> by Christine Klein, Chair of the Commission.

Roll call.

**Civil Service Commission**

**MOTION TO APPROVE THE MINUTES for July 17, 2017**

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

**MOTION TO APPROVE REVISIONS OF CIVIL SERVICE RULES AND REGULATIONS**

Motion made by Mr. Higgins, seconded by Ms. Sessions and carried a vote 3-0. Changes will be submitted to Council for Approval.

Handling of applications for open vacancies was discussed when Civil Service Coordinator was not in the office. Ms. Susel volunteered to accept and time stamp applications. Cathy in Engineering and Sherry in Service Department will also accept applications.

Discussion was made to have a Civil Service Commission meeting monthly. Agreement was made for the third Monday of every month at 4:30 pm, pending agenda items.

Discussion was made on budget issues for Professional Services and posting. Ms. Susel offered to help do adjustment in accounts.

Discussion was made on application process, fees and testing companies, agreement to table agenda for next meeting.

### **Service Department**

Personnel changes were read.

#### **MOTION WAS MADE TO APPROVE JOB DESCRIPTION FOR THE WATER PLANT CHIEF OPERATOR**

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

#### **MOTION WAS MADE TO HOLD A CIVIL SERVICE EXAM FOR WATER PLANT OPERATOR**

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

#### **MOTION WAS MADE TO APPROVE ENGINEERING AIDE FROM A PART-TIME TO FULL-TIME**

Motion was made Ms. Sessions, seconded Mr. Higgins and carried a vote 3-0. Changes will be submitted to Council for approval.

#### **MOTION WAS MADE TO APPROVE LABORER JOB DESCRIPTION CHANGES**

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

**Community Development**

**MOTION WAS MADE TO APPROVE JOB DESCRIPTION AND JOB TITLE CHANGE IN THE ACCOUNT CLERK FOR ENGINEERING AND COMMUNITY DEVELOPMENT**

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

**MOTION WAS MADE TO APPROVE NEW CODE ENFORCEMENT JOB POSITION FOR COMMUNITY DEVELOPMENT**

Motion was made by Ms. Sessions, seconded by Mr. Higgins, and carried a vote 3-0. Changes will be sent to Council for approval.

**Health Department**

**MOTION WAS MADE TO APPROVE PART-TIME TO FULL-TIME FOR ACCREDITATION COORDINATOR AND APPROVE NEW JOB DESCRIPTION**

Motion made by Ms. Sessions, seconded by Ms. Klein, and carried a vote 3-0. Changes will be sent to Council for approval.

**Safety Administration**

**Kent Fire Department**

Personnel changes were read.

**MOTION WAS MADE TO HOLD FIRE FIGHTER / PARAMEDIC CIVIL SERVICE EXAM TO ESTABLISH A NEW ELIGIBLE LIST**

Motion was made by Mr. Higgins, seconded by Ms. Klein and carried a vote 3.0

**Kent Police Department**

Personnel changes were read.

Police Chief Michelle had discussion with Commission about Civil Service Exam results, and was satisfied with Clancy and Associates test results.

**Kent City Schools**

Personnel changes were read.

Hearing no further business before this Commission, **MOTION TO ADJOURN**  
Motion made by Mr. Higgins, seconded by Ms. Sessions, and carried by a voice vote of 3-0  
Meeting adjourned

5:45 p.m.

Minutes Approved: ~~11/20/17~~ 11/20/17

Christine Klein  
Christine Klein, Chair

Lee M. Higgins  
Lee Higgins, Co-Chair  
12/18/17

Marilyn Sessions  
Marilyn Sessions, Member