

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Monday, September 17, 2018**  
**5:00 PM**

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

**Also Present:** Dawn Bishop, CSC Coordinator  
John Tosko, City of Kent, Fire Chief  
Michelle Lee, City of Kent, Police Chief  
Jennifer Ennemoser, City of Kent, Police Lieutenant

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**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:05 pm on Monday, September 17, 2018 by Christine Klein. Roll call was taken.

**Civil Service Commission**

MOTION TO APPROVE THE MINUTES for August 20, 2018.

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

**Safety Administration**

Kent Police Department personnel change read.

Discussion regarding promotional exams requested for the police department. Chief Michelle Lee had some recommendations on changing study materials for the exams and some qualifiers, i.e. sergeant applicants passing the written exam before moving on to the assessment. Chief Lee reached out to the OPBA union, representation for police sergeants and lieutenants, and per their contract were asked if they wished an enhancement; they did not but requested foregoing a written exam for the lieutenant rank or dropping certain study material. Chief Lee requested the written exam portion for the rank of lieutenant remain. Lt. Ennemoser pointed out that lieutenant applicants would have already passed a similar written exam before being promoted to a sergeant as the study material is the same and OPBA's recommendation was honing material down to policies and procedures and current contracts. Discussion regarding assessment and exam providers of Ohio Association of Chiefs of Police and Ramsey and Associates. Commission requested proposed changes be put in writing and would schedule a special meeting to discuss the promotional exams.

MOTION TO EXTEND THE EXPIRATION OF THE POLICE OFFICER ELIGIBLE LIST ONE YEAR to October 24, 2019.

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

MOTION TO EXTEND THE EXPIRATION OF THE DETENTION OFFICER ELIGIBLE LIST ONE YEAR to October 12, 2019.

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

Kent Fire Department personnel change read.

**Service Department**

Water Plant Operator exam date and time noted for record.

**Adjournment**

MOTION MADE TO ADJOURN THE MEETING AT 5:31 PM

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

Minutes approved: 10.15.18

Christine Klein  
Christine Klein, Chair

Lee Higgins  
Lee Higgins, Member

Allyson Chicoski  
Allyson Chicoski, Member