

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, October 15, 2018
5:00 PM

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

Also Present: Dawn Bishop, CSC Coordinator
Michelle Lee, City of Kent, Police Chief
Suzanne Stemnock, City of Kent, Human Resources Manager

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:00 pm on Monday, October 15, 2018 by Christine Klein. Roll call was taken.

Civil Service Commission

MOTION TO APPROVE THE MINUTES for September 17, 2018.

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

MOTION TO APPROVE THE MINUTES for October 8, 2018.

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

Service Department

Personnel changes read.

Discussion regarding Laborer eligible list.

MOTION TO EXTEND THE CENTRAL MAINTENANCE LABORER ELIGIBLE LIST ONE YEAR TO DECEMBER 21, 2019.

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

Safety Administration

Discussion regarding proposed position allocation changes in the police department of three part time Clerk Dispatchers to two full time positions and the addition of a full time Records Clerk.

MOTION TO APPROVE THE CHANGE OF THREE PART TIME CLERK-DISPATCHERS TO TWO FULL TIME POSITIONS.

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

MOTION TO APPROVE FULL TIME RECORDS CLERK POSITION FOR SAFETY ADMINISTRATION AND JOB DESCRIPTION AS PRESENTED.

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

Adjournment

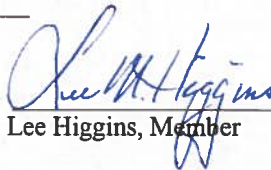
MOTION MADE TO ADJOURN THE MEETING AT 5:20 PM

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

Minutes approved: 11.19.18



Christine Klein, Chair



Lee Higgins, Member



Allyson Chicoski, Member