

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, December 21, 2020
5:00 PM

Present: Christine Klein, Chair
Allyson Chicoski, Member

Also Present: Dawn Bishop, CSC Coordinator
Melanie Baker, City of Kent, Service Director

Absent: Marilyn Sessions, Member

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:04 pm on Monday, December 21, 2020, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of November 16, 2020 made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Ms. Klein has been reappointed to the Civil Service Commission. Term runs through December 31, 2026.

Service Administration

Ms. Baker said they first have a request to extend the Laborer eligibility list a year to expire January 20, 2022. The list is still good. They are down a laborer but because of the hiring freeze they have not been able to replace him. They have an upcoming retirement also. They would like to have this list still available.

MOTION TO APPROVE THE EXTENTION OF THE LABORER ELIGIBILITY LIST ONE YEAR TO JANUARY 20, 2022, made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Ms. Baker continued with her second agenda request with a little background on the situation. The Wastewater Treatment Plant is a Class IV and there are certain requirements they must keep to be a Class IV, one of which is having at least one licensed employee as a Class IV. They only have one Class IV and that individual indicated their intent to retire on January 31. It was a little sooner than they had anticipated. He has interest in coming back. Ms. Baker is asking to forego Civil Service testing and be able to rehire him. Without this Class IV on staff they would only be able to run the plant for thirty days before having to hire an outside firm. Ms. Baker said Mr. Schesventer is an excellent employee.

Ms. Chicoski asked how that Class IV plant determination is made, is that from the EPA?

Ms. Baker said the city would have to be below 2.5 million gallons a day, she believes, to be considered anything under a Class IV. They are working on that to see how they could either amend that or what they can do to get another Class IV in the plant. Ms. Baker said there are also three very large projects that need to be handled at the plant and it would be great for Mr. Schesventer to come back during that. As soon as they are up and running, they need to look at their plan.

Ms. Klein inquired if the city was fine with a retire rehire?

Ms. Baker said yes. She's gone through HR, the City Manager, and the Law Department and everyone is more than fine.

Ms. Klein asked if there was a time frame for Mr. Schesventer's exit.

Ms. Baker said she hasn't been given one. She said if this is approved, she's sure there will be an offer letter with those sorts of parameters spelled out.

Ms. Klein wanted to clarify that this exemption is only for this one instance.

Ms. Baker said yes for this one time only.

Ms. Chicoski asked if Mr. Schesventer fell under the DROP program that police and fire do with their time limit of having to retire by a certain point.

Ms. Baker said no, OPERS does not offer that.

MOTION FOR AN EXEMPTION TO THE CIVIL SERVICE TESTING PROCEDURE FOR THE CLASS IV WATER RECLAMATION MANAGER made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Safety Administration

Kent Police Department
Personnel Changes Read.

Civil Service Commission

Ms. Chicoski said she has an upcoming work conflict with Monday Civil Service meetings and doesn't know what to do about that.

Ms. Klein said there's the potential to move the meetings to a different evening.

Ms. Bishop said yes she's seen in old minutes that the meetings have been different days and times.

It was decided Tuesdays or Thursdays at 5:30 would be best and email Ms. Sessions to see which would work best with her.

Adjournment

MOTION TO ADJOURN THE MEETING AT 5:23 PM made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Minutes approved: 2/22/2021

virtual meeting
Christine Klein

virtual meeting
Allyson Chicoski

abstained
Marilyn Sessions