



Civil Service Commission

City of Kent 930 Overholt Road Kent, Ohio 44240 330-678-8101

Civil Service Commission Meeting

June 17, 2024, 5:00 pm

Kent Fire Department, 320 S Depeyster Street

Call to Order

Roll Call- Marilyn Sessions, Matthew , Chris Klein, Dominique Bollenbacher, Chief Shearer, Bridget Susel, Hope Jones

Civil Service Commission

1. Approval of Commission Meeting Minutes – April 15 2024.
 - a. Chris approve
 - b. Matt 2nd
2. Personnel Change:
 - a. Resignation: John Seidel, Civil Service Coordinator, effective May 23, 2024.
 - a. Dominique Bollenbacher
3. Approval for testing for the Civil Service Coordinator position.
 - a. Chris motions
 - b. Matt 2nd

Dominique will review the current test and review the it to make sure it is appropriate

Safety Administration

Police

1. Personnel Changes:
 - a. New Hire: Samantha McGarry, Clerk/Dispatcher, effective May 20, 2024.
 - b. Resignation: Elizabeth Krezczowski, Clerk/Dispatcher, effective May 06, 2024.
2. Request for exceptional appointment for Detention Officer.
3. Chief Shearer would like to ask for an exemption to hire a detention officer. We do not currently have an active list but have a member of our Explorers program who wants to be a jailer. He would like to ask for a provisional appointment in the absence of a civil service list.
 - a. No active detention officer, but through the Explorers program, we have a candidate who would be part time. We would hire this candidate and would need to pass the exam the next time it is executed. If this person does not pass, they would be released. He states that most of Ravenna, hires this way.
 - i. Marilyn approves
 - ii. Chris 2nds
4. Hope Jones to discuss the legality of changing the charter to hire outside our PD for Chief position
 - a. We believe it is possible, but it is just about how we do it. Having them take the exams might make people more comfortable. Dave liked being a part of the interview process, and having 10% of say. Nick mentioned it being potentially a declassified position and the chief being appointed by the commission. It was brought up that Mike Lewis had been here to speak to the commission about this a few months ago. The concern is that there are only a few people

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in our pool to choose from. Hope encourages us to not think about the people involved, but what would be best for the city in a whole.

- b. Marilyn makes a motion to outside candidates to create a recommendation to approve
 - i. Matthew seconds
 - ii. Ms. Kline voted against the motion
 - iii. Motion carried 2 to 1
- c. The commission is requesting Hope to move forward developing language to council, allowing outside candidates to apply, keeping this under the commission and allowing the city manager, who would be the boss of this person as well the Safety manager and gets to give 10 out of 100 points in the interview process. Would still need to go through Ramsey.

Community Development

The Community Development Department is respectfully requesting the Civil Service Commission grant a one-year extension of the eligibility list for the Code Enforcement Officer position.

The examination for the Code Enforcement Officer position was administered on July 24, 2023 and the eligibility list was posted on July 26, 2023 so the current list is set to expire on July 26, 2024.

If the Civil Service Commission grants the one-year extension, the current Code Enforcement Officer eligibility list will remain in effect until July 26, 2025.

Marilyn Motion to extend the current Code Enforcement list
Second- matt

Service Department

- 1. Personnel Change:
 - a. Retirement: David Mathena, Water Reclamation Plant Operator, effective May 06, 2024.

There is no list yet,

Adjournment

Matt motions to adjourn at 5:29 and all approves.