

# **CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**

**Monday, January 28, 2019**

**5:00 PM**

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

**Also Present:** Dawn Bishop, CSC Coordinator  
Suzanne Stemnock, City of Kent, Human Resources Manager  
James Soyars, Kent City Schools, Director of Business Services

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## **Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:07 pm on Monday, January 28, 2019, by Christine Klein. Roll call was taken. Ms. Chicoski joined the meeting after the tabling of the CSC Rules and Reg item.

## **Civil Service Commission**

MOTION TO APPROVE THE MINUTES OF DECEMBER 17, 2018. Motion made by Ms. Klein, seconded by Mr. Higgins, carried by a voice vote of 2-0.

MOTION TO TABLE the discussion for the changes to Civil Service Commission Rules and Regulations "Inspection of Papers; Applicant's Right to Object" made by Ms. Klein, seconded by Mr. Higgins, carried by a voice vote of 2-0.

## **Kent City Schools**

Personnel Change Read.

## **Budget & Finance Department**

Discussion regarding the Payroll Administrator job description that was brought before the Commission, which reflected a more up to date/standardized description than was on file for the Senior Account Clerk. Notable changes include a title change and that the position was now non-union; it remains a civil service position; and the AFSCME union has already agreed to the changes.

MOTION TO ACCEPT THE JOB DESCRIPTION for the PAYROLL ADMINISTRATOR POSITION AS UPDATED OCTOBER 2018. Motion made by Ms. Klein, seconded by Ms. Chicoski, carried by a voice vote of 3-0.

## **Safety Administration**

Personnel Changes Read.

Discussion regarding the upcoming Records Clerk exam and Mr. Higgins volunteered to be on hand with Ms. Bishop and Ramsey and Associates' employee at the written exam.

## **Civil Service Commission**

Mr. Higgins wanted to note for record that the administration did not touch base with the Civil Service Commission before asking Ms. Bishop to help out on a temporary basis with the vacant Clerk of Council position and believed it would have been a courtesy to reach out to the CSC first. Ms. Klein agreed that she was confused also that there was no courtesy reaching out to the commission beforehand and didn't know what all that entailed but they would keep in touch with the progression or any issues with filling in as the Interim Clerk of Council.

**Adjournment**

MOTION MADE TO ADJOURN THE MEETING AT 5:24 PM

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

Minutes approved: March 18, 2019



Christine Klein, Chair



Lee Higgins, Member



Allyson Chicoski, Member