

# **CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**

**Monday, March 18, 2019**

**5:00 PM**

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

**Also Present:** Dawn Bishop, CSC Coordinator  
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 5:02 pm on Monday, March 18, 2019, by Christine Klein. Roll call was taken.

## **Civil Service Commission**

MOTION TO APPROVE THE MINUTES OF JANUARY 28, 2019. Motion made by Ms. Klein, seconded by Ms. Chicoski, carried by a voice vote of 3-0.

## **Kent City Schools**

Personnel Changes Read.

MOTION TO BEGIN THE EXAM PROCESS FOR THE POSITION OF ACCOUNT CLERK I TO ESTABLISH AN ELIGIBLE LIST made by Ms. Klein, seconded by Mr. Higgins, carried by a voice vote of 3-0.

Discussion regarding the Custodian II vacancy mentioned above. Mr. Soyars said there are interviews taking place for internal applicants. Ms. Klein asked if there was the possible need for a new eligibility list. Mr. Soyars said he would not know until the end of this week but it would be great if he could get it set in motion instead of waiting for the next month's meeting, *only if a new list is needed.*

MOTION TO BEGIN THE EXAM PROCESS FOR THE POSITION OF CUSTODIAN II TO ESTABLISH AN ELIGIBLE LIST ONLY IF NEEDED made by Mr. Higgins, seconded by Ms. Chicoski, carried by a voice vote of 3-0.

Mr. Soyars will contact Ms. Bishop towards the end of the week if the Custodian II position was not filled internally.

## **Civil Service Commission**

Unfinished Business: MOTION TO UNTABLE THE DISCUSSION OF RULES AND REGULATION.

Ms. Klein began the discussion outlining the background of this matter: There is nothing in the ORC regarding review of exams specifically for police promotional but based on Law Director Jones' input police promotional candidates in December 2018 were given the opportunity to inspect and object to any written exam questions. The eligible lists were not changed as a result of this. At some point around 2015-2016 Inspection of Exam Papers was taken out of the City of Kent's CSC Rules and Regulations and Ms. Jones is recommending the rule be put back.

Mr. Higgins believed that former CSC Coordinator L. Slater matched the local rules to the ORC when doing revisions at that point. If the ORC outlines guidelines for review for fire department personnel and is silent on other safety forces, one could argue that it should apply to both.

Ms. Chicoski pointed out that was basically Ms. Jones assessment and in fact she had that court case that made it to the Ohio Supreme Court that ruled you can't have this different test review regulations for police and fire personnel.

Mr. Higgins said yes but that case is old and why had it not been addressed in the Ohio Revised Code. He wondered if we couldn't just treat each potential objection on a case by case review as the commission had done in December, which is what was initiating this in the first place, and that came and went without any problems.

Ms. Bishop said but there was a delay and having this rule would allow the coordinator to act.

Ms. Klein said yes we would have a procedure in place that would be the same for the fire department if we are questioned. She would like formal steps outlined. Based on what we know, she believes it should be back in the rules and besides, a precedent was set by allowing those police candidates to review the written exam. Ms. Klein said Ms. Bishop hadn't gotten any headway with why it's absent in the ORC.

Ms. Bishop also added that the court cases Ms. Jones referenced came out of the City of Cincinnati and Cincinnati's Civil Service Commission does have similar language in their local Rules and Regulations to what is being proposed here.

Mr. Higgins suggested if the commission is in favor of reinstating this rule to put it on the next month's agenda and questioned should Law Director Jones attend the meeting. He also wondered if there would be other city attendees once it is on the agenda again.

Ms. Klein said she would like to ask the Law Director to please be present for this discussion and if she is not available at the next month's meeting, to table it until she is able to make it. She would also like to see Chief Lee there.

There was then discussion about having to change the next month's regular Civil Service Commission Meeting and it was agreed on April 29.

MOTION TO RETABLE THE DISCUSSION OF ADDING TO THE CIVIL SERVICE COMMISSION'S RULES AND REGULATIONS made by Mr. Higgins, seconded by Ms. Chicoski, and carried by a voice vote of 3-0.

#### 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: Apr. 12<sup>th</sup>, 2019

Christine Klein  
Christine Klein, Chair

absent  
Lee Higgins, Member

Allyson Chicoski  
Allyson Chicoski, Member