

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, AUGUST 26, 2019
5:02 PM

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

Also Present: Dawn Bishop, CSC Coordinator
Michelle Lee, City of Kent, Police Chief
James Soyars, Kent City Schools, Director of Business Services

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:02 pm on Monday, August 26, 2019, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MINUTES OF April 29, 2019 made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Mr. Higgins suggested holding the other Civil Service Commission items until the end of the meeting.

Kent City Schools

Personnel Changes Read.

Safety Administration

Kent Police Department:

Personnel Changes Read.

Discussion regarding one vacancy remaining in the rank of police officer and just about exhausting the current list. The current list expires in October and Chief Lee is requesting a new list. They are expecting vacancies in December. Chief Lee noted no changes needed in the job description and is fine with remaining with the Ramsey and Associate test. Discussion regarding where to advertise for a good applicant pool and Chief Lee suggested meeting with Ms. Bishop and Lt. Lewis and go over where each would put word out to cover all bases.

Discussion regarding the other personnel changes and specifically the Clerk-Dispatcher position. Ms. Klein asked of Chief Lee if there was anything she thought could be added to the testing process to help with their turnover rate. Chief Lee said it is a very stressful job and some things can't be measured until you are on the job but Ramsey's product seems like a good test that she couldn't think of anything in particular to add to it.

Chief Lee asked if everything happened to be scheduled before the expiration of the current Police Officer List would that be a problem. Mr. Higgins said it would be difficult to get everything done by that date in October but should it happen, the Commission would not have to invalidate the unexpired list.

Chief Lee also asked since the police department is looking at two candidates off the current unexpired Police Officer Eligible List, and they are still in the process of hiring between polygraph, psych, interviews, etc, and the list expires is that ok? All three Commission members spoke yes, if you are in the process, of course....

Health Department

Personnel Change Read

Park and Recreation

Personnel Change Read

Service Department

Personnel Changes Read

Ms. Klein asked if either the utilities manager or service worker had been replaced. Ms. Bishop said no. Discussion regarding if the Utilities Manager came off a civil service exam/list and for Ms. Bishop to check into that, make sure one was not needed.

Civil Service Commission

Proposed addition to CSC Rules & Reg

Ms. Klein gave a bit of background that the language if approved would be added to both the police and fire promotional rules in Kent Civil Service Commission's Rules and Regulations. Mr. Higgins added that this all stemmed from a couple requests to review the written police promotional exam and check their answers. Mr. Higgins is still puzzled why police promotional provisions don't match the fire promotional language in the ORC. Ms. Klein reminded the Commission of the court case out of Cincinnati and Ms. Chicowski said yes which was ruled in favor of the officers and Law Director Jones had recommended to change our language to reflect that so that Kent did not end up in the same situation as Cincinnati. Ms. Klein added that she thinks it is smart to add it and of no harm and Mr. Higgins agreed.

MOTION TO ADD PROPOSED LANGUAGE TO KENT'S CIVIL SERVICE RULES AND REGULATIONS *PROMOTION OF FIRE FIGHTERS 5.06 AND PROMOTION OF POLICE OFFICERS 5.07* made by Ms. Klein, seconded by Ms. Chicowski, and CARRIED by a voice vote of 3-0.

Proposed fillable PDF

Some discussion about the proposal and Ms. Klein said she would like to see a draft but has no qualms about using a fillable PDF in and of itself. Ms. Bishop brought up that there may be some changes being proposed in the application itself, ie removal of questioning salary history. Mr. Higgins recommended checking with local agencies and see what they are using for applications, make sure they are compliant. Ms. Chicowski asked if there is a question currently on the application if one has a disability, they can disclose it? Ms. Bishop said yes that's on the application along with questioning if you need accommodation for testing. Ms. Klein asked if we would have to vote on a change of application and Mr. Higgins said it may be more of an administrative matter but if we're going to make changes it would be best to do it right and yes vote on a new application.

Mr. Higgins asked when would we have a date with Ramsey and Associates and Ms. Bishop said as soon as she heard back from Chief Lee and Lt. Lewis about the job description, she would give Pat Ramsey a call, and more than likely it would be this same week.

Ms. Klein wanted to make sure the third Monday in September, the 16th, was good for all Commission members for the next regular CSC meeting and it was.

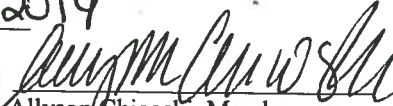
Adjournment

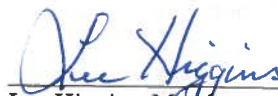
MOTION MADE TO ADJOURN THE MEETING AT 5:50 PM

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

Minutes approved: Sept. 16, 2019


Christine Klein, Chair


Allyson Chicowski, Member


Lee Higgins, Member