

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, SEPTEMBER 16, 2019
5:00 PM

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

Also Present: Dawn Bishop, CSC Coordinator
Michelle Lee, City of Kent, Police Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:03 pm on Monday, September 16, 2019, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MINUTES OF August 26, 2019 made by Mr. Higgins, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Safety Administration

Kent Police Department:

Chief Lee requested to schedule a civil service exam for the position of Detention Officer as the current list expires in October, it has already been extended a year, and there is suspicion of some openings next year.

Mr. Higgins asked if the Detention Officer was part time and Chief Lee confirmed that. Mr. Higgins then asked if there was talk about making those positions full time and Chief Lee did not believe that need exists.

Ms. Klein asked about their scheduling and Chief Lee said generally they work around the clock Friday, Saturday, and Sunday and evening hours during the weekdays; all hours when court is not in session.

Ms. Klein asked about the status of the current list that is not yet expired.

Chief Lee said there are at least two good candidates left but there are no vacancies now, just suspected vacancies within a year and they would like to have a current list. Chief Lee believes the two remaining candidates will probably test again for the position.

MOTION TO ESTABLISH A NEW ELIGIBILITY LIST FOR THE POSITION OF DETENTION OFFICER made by Ms. Klein, seconded by Mr. Higgins, and CARRIED by a voice vote of 3-0.

Chief Lee said she is looking to retire in the next year so is requesting a Police Chief promotional exam. She said she has to retire by January 2021 because she is in DROP and her eighth year is up then. There was some discussion about the DROP program.

Ms. Klein asked if this was something she would like done by the end of the calendar year and Chief Lee said yes she would like to start the process before then.

Discussion regarding the basic process of OACP's Chief Assessment.

Chief Lee also asked to extend the Captain, Lieutenant, Sergeant Lists. She said all the lists are still good and there are still enough candidates for promotions.

Ms. Klein asked if there were any other potential changes in those ranks, besides the moving up/domino effect after Chief Lee's retirement and Chief Lee didn't foresee any.

MOTION TO EXTEND THE POLICE CAPTAIN, LIEUTENANT, SERGEANT LISTS ONE YEAR and SCHEDULE A PROMOTIONAL EXAM FOR THE CHIEF OF POLICE WITH OACP made by Ms. Klein, seconded by Ms. Chicowski, and CARRIED by a voice vote of 3-0.

Parks & Recreation

Personnel Change Read

Council

Personnel Change Read

Budget & Finance

Personnel Change Read

Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 5:21 PM

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

Minutes approved: Oct. 21, 2019



Christine Klein, Chair



Allyson Chicowski, Member



Lee Higgins, Member