

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, NOVEMBER 18, 2019
5:00 PM

Present: Christine Klein, Chair
Allyson Chicowski, Member

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

Absent: Lee Higgins, Member

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:05 pm on Monday, November 18, 2019, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MINUTES OF October 21, 2019 made by Ms. Klein, seconded by Ms. Chicowski, and CARRIED by a voice vote of 2-0.

Kent City Schools

Personnel Change Read.

Mr. Soyars believes he will have an internal applicant for Custodian I at Davey Elementary but may be coming back to the commission after that to establish a list for Custodian I. There is a chance that a bus driver could bid on a Custodian I spot but it's unlikely.

MOTION TO HOLD A CIVIL SERVICE EXAM FOR THE POSITION OF CUSTODIAN I TO ESTABLISH AN ELIGIBLE LIST, CONTINGENT ON HEARING FROM MR. SOYARS AFTER THE INTERNAL BIDDING PROCESS, made by Ms. Klein, seconded by Ms. Chicowski, and CARRIED by a voice vote of 2-0.

Safety Administration

Chief Lee said the Clerk-Dispatcher list was extended a year and they have now exhausted going through names. As the list gets dated, there is less and less interest. Right now they are looking at hiring #24 on the list and beyond that they either got no reply or no interest from the remaining candidates. If #24 works out, the positions will all be full.

Ms. Klein asked if the police department would still need a new list then; she doesn't want to see them in the same situation where all positions are filled and the list gets old when you need it.

Ms. Chicowski asked about the turnover rate in this position.

Chief Lee said it does turn over a lot traditionally but they are hoping as Clerk-Dispatchers are now all full time that maybe they won't have such a high rate of turnover. Chief Lee said she interviews with #24 the next day and would then know for sure if she would like to have an exam now.

Ms. Chicowski suggested doing a preemptive motion like was just done for the schools.

MOTION TO HOLD A CIVIL SERVICE EXAM AND ESTABLISH AN ELIGIBLE LIST FOR THE POSITION OF CLERK-DISPATCHER, PENDING CHIEF LEE'S NOTIFICATION, made by Ms. Klein, seconded by Ms. Chicowski, and CARRIED by a voice vote of 2-0.

Service Department

Personnel Change Read.

Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 5:16 PM

Motion was made by Ms. Klein, seconded by Ms. Chicowski, and CARRIED by a voice vote of 2-0.

Minutes approved: Dec. 16, 2019

Christine Klein

Christine Klein, Chair

Allyson Chicowski

Allyson Chicowski, Member