

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Monday, November 16, 2020**  
**5:00 PM**

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**Present:** Christine Klein, Chair  
Allyson Chicoski, Member  
Marilyn Sessions, CSC Member

**Also Present:** Dawn Bishop, CSC Coordinator  
Bridget Susel, City of Kent, Community Development Director  
John Tosko, City of Kent, Fire Chief

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**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:00 pm on Monday, November 16, 2020, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of October 19, 2020 made by Ms. Sessions, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

**Community Development**

Ms. Susel said Jen Barone, the Development Engineer, is retiring soon. Her position is a critical position in the department. She does all site plan reviews and prepares all documents for the Planning Commission. The position has to be a Professional Engineer registered with the State of Ohio. Ms. Susel and Ms. Barone updated the job description which has not been done since the 90s. Ms. Susel is seeking approval of that updated job description and is asking for an exceptional appointment for the position as the individual needs to be a registered PE with the state.

Ms. Sessions said the job description is very well written and looks up to date with the job needs.

Ms. Klein said from personal experience Ms. Barone is so knowledgeable and helpful. Ms. Susel agreed and said she had told Jen Barone that while they may be able to find a PE, her institutional knowledge with the City of Kent will be hard to replace and she will be sorely missed.

Ms. Sessions asked how soon before she retires. Ms. Susel said March 5 will be her last day and the reason why she's bringing this to the commission now is because early this year it was allowed to have a transitional period when the finance director retired. She said it is critically important for Jen Barone to have at least two weeks transition with the new hire, so is hopeful to maybe get someone hired by the end of January. Ms. Sessions said it would be great if there could be more of a transition period and Ms. Susel agreed if not for the budgetary constraints and would love to have a month transition period.

MOTION TO ACCEPT THE UPDATED JOB DESCRIPTION FOR DEVELOPMENT ENGINEER made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 3-0.

MOTION FOR THE UPCOMING VACANCY OF DEVELOPMENT ENGINEER BE FILLED BY EXCEPTIONAL APPOINTMENT BECAUSE OF THE CERTIFICATION REQUIREMENTS OF THE JOB made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

**Safety Administration**

Kent Fire Department

Chief Tosko said since the last meeting there were two promotional assessments held and noted that Lt. Samels placed first on the Captain's Test and Capt. Myers scored number one on the Chief's Test. Chief Tosko said it's a great group of candidates and the lists are good for two years.

Ms. Sessions said it looks like the department is in good hands. Ms. Klein agreed and asked how long has he been chief. Chief Tosko responded seven and a half years as Chief when he retires in August and thirty-three with the department.

**Adjournment**

MOTION TO ADJOURN THE MEETING AT 5:17 PM made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Minutes approved: 12.21.2020

unable to sign  
Christine Klein

remote meeting  
Allyson Chicoski

absent December meeting  
Marilyn Sessions