

GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
AUGUST 11, 2021

Mrs. Kimberly Baer called the meeting to order at 6:04pm and noted Mr. Clark “Chip” Westfall was present. Mr. Robert Calderone was not present. Pam Serina and Melinda Svenson were also present from Human Resources.

MINUTES

Commission reviewed the July 14, 2021 meeting minutes. Mrs. Baer made a motion to adopt the minutes and Mr. Westfall seconded the motion.

CORRESPONDENCE

- Commission reviewed the expense report ending July 31, 2021. Melinda informed the Commission that we just received the invoice for the Service Worker I and II exams, so these amounts will not show until next month. Mrs. Baer asked what the cost for these were and Pam stated over \$1000 but she did not remember the exact amount. Pam reminded the Commission we may need to ask for more advertising or testing monies before the year is over.
- Commission reviewed and signed the following payroll status forms:
 - Fire Lieutenant (showing 30-day unpaid suspension)
 - Mrs. Baer asked if this employee had CSC appeal rights and Pam stated this employee would appeal through IAFF, not through the Civil Service Commission.
 - Christopher McDaniel (Newly Hired Traffic Control Technician II)

NEW BUSINESS

- Talent Inclusion Committee Meeting Update
 - Pam summarized this morning’s meeting. Mrs. Baer stated she had attended this meeting and stated this committee is planning on presenting recommendations to both the Rules and Personnel Committee and then to City Council in September. Pam stated per Kevin Groen of the committee, that if the committee presented to multiple councilmen, this would need to be a formal public meeting. Mrs. Baer felt there were a number of good suggestions that came up during the meeting.
- Commission reviewed the Planner applications to determine who is qualified to take the exam.
 - Commission qualified a total of six (6) candidates to take the Planner exam.
 - Nine (9) individuals did not qualify for the Planner exam based on lack of experience.
- Melinda discussed with Commission that the city had purchased DocuSign software and asked the Commission if this was something they would consider with documents that need to be signed such as Payroll Status Forms. Melinda asked the Commission’s thoughts on utilizing DocuSign, suggesting Commission could make a motion at the formal meeting to sign a document and then have Mrs. Baer, as CSC chair, go home and sign the specific form through DocuSign. Mrs. Baer asked if there was a benefit to doing this versus having a paper copy. Mrs. Baer feels anything that is related to a decision should be signed at the meeting. Pam stated requisitions may be one form that could be an advantage to complete via DocuSign so a commissioner did not have to come in to sign in between meetings. Melinda stated a printed copy of any DocuSign form could be printed out in the end. Mrs. Baer’s concern is that the timing of when the form is signed is recorded. Pam stated this is absolutely part of the DocuSign process. Melinda stated the Commission would need to DocuSign on the date motioned to move. Mr.

Westfall stated maybe the minutes would be the official document stating the date the motion moved. Mr. Westfall asked if all commission members could be on the DocuSign if needed. Melinda confirmed this was an option. Mrs. Baer asked HR to run this process by the Law Director to ensure we aren't violating any Civil Service action or doing something outside a public meeting in violation of the sunshine laws. Pam asked if we should consider using an approval date on a document. Both Mrs. Baer and Mr. Westfall felt this might be a good idea. Pam stated we should give this some more thought. Mrs. Baer stated she wasn't opposed to this but wants to make sure we aren't in violation of any law. Pam thought maybe we should make a list of the forms we do have and then review the forms that would work with DocuSign versus the forms that would not.

OLD BUSINESS

- Signing of the Service Worker I and II score/rank letters.
 - Discussion on candidate Jeffery Cost who submitted a military retirement card versus his DD 214 form to show he was in the military.
 - Mrs. Baer stated the candidate took and passed the Service Worker I exam.
 - Mr. Westfall confirmed the questions asked on the application for The City of Green ask for the rank and the training of former military status.
 - Mr. Westfall stated he feels the candidate still needs to provide a DD 214.
 - Mrs. Baer stated Melinda had emailed the Commission that the candidate came in with the retirement card and Melinda had told the candidate she would ask the commission if the retirement card was acceptable.
 - Mrs. Baer conducted internet research to see what the card was used for and discovered it was mostly used to obtain military discounts where applicable.
 - Mr. Westfall stated this was true; however, the card was also a retirement card which means he had to serve at least twenty years in the military and retired from the military. Mr. Westfall stated there are other cards that are different ones that are not retirement cards.
 - Mrs. Baer states that having been on the Commission since its inception, the rationale of requiring the DD 214 was to show proof of honorable discharge and dates of active duty. Mrs. Baer states it appears the card the candidate gave us is proof he served active duty and was honorably discharged or discharged under general conditions due to medical issues.
 - Mrs. Baer researched what the candidate would need to do in order to get a copy of his DD 214 and found the candidate had a few options. The candidate could mail or fax a request to the National Personnel Records Center. He could also contact his local county veteran's agency that would assist him in doing that or there are third-party administrators that would do it for him. The veteran, the veteran's spouse, a next of kin, or a public records request can be made from anyone to request the document. Mrs. Baer did note that requests are usually completed within 10 days but also read there are a reduction of personnel due to COVID. Change went into effect August 2, 2021.
 - Mrs. Baer looked up what government entities require the DD 214 form and stated both the Federal and State government entities require this form as proof of military service. This is the industry standard.
 - Mrs. Baer stated she feels the Commission has three choices: 1) DD 214 is all the Commission will accept; 2) Commission will approve the document submitted provisionally and receive extra credit but will still require a DD 214; or, 3) Accept the document provided due to the current COVID situation. (This third option would be under the caveat that it is not precedent setting.)
 - Mr. Westfall stated he is fine with option #2 above, approving the current document provisionally, but still requiring a copy of his DD 214.
 - Pam stated she could go either way but doesn't want the candidate taking one of the higher spots on the eligibility list if he should be at a different rank.

- Mrs. Baer also stated if we waive the Civil Service Rules, there needs to be a compelling reason to do so, and reminder members she didn't want to make this a precedent.
- Based on Pam's recommendation, the Commission agreed the candidate had until October 13, 2021 to submit a copy of his DD 214. Pam will add this language to his score/rank letter.
- Mr. Westfall motioned to officially waive the Civil Service **Rule 5.6 Bonus Point Adjustments**, and stated the candidate would be awarded the three extra credit military service points on a provisional basis. If the candidate does not submit a copy of this DD 214 by the October 13, 2021 date, the Commission will send him a new letter based on his rank/score without the military bonus points. Mrs. Baer seconded the motion.
- Per Mrs. Baer's request, Melinda will put this situation as a bullet point on next month's agenda as a follow-up.
- Commission members signed the Service Worker I and Service Worker II rank/score letters with the exception of the above candidate's letter that will be revised based on Commission's discussion and decision. Three Service Worker I candidates failed the exam. All Service Worker II candidates passed the exam.
- Eligibility List/Requisition Status

<u>Active Eligibility Lists:</u>	<u>Open Requisitions:</u>
Secretary Expires 3/10/2022	Service Worker I and II (to create an eligibility list) Signed by CSC May 12, 2021
Service Supervisor Expires 3/10/2022	Planner (to test and fill 1 position) Signed June 9, 2021
Traffic Control Tech II Expires 5/12/2022	GIS Administrator (to test and fill 1 position) Signed July 14, 2021
	Fire Medic (to test and create an eligibility list) Signed July 14, 2021
	Fire Lieutenant (to test and create an eligibility list) Signed July 14, 2021

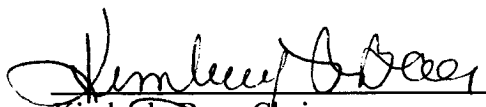
NEXT MEETING:

The next scheduled Civil Service Commission meeting is September 8, 2021.

There being no further business, Mrs. Baer motioned for the meeting to adjourn and Mr. Westfall seconded this motion. The meeting adjourned at 7:14pm.

Respectfully submitted,

Melinda Svenson



 Kimberly Baer, Chair

9-13-2021
 Date



Clark Westfall, Co-Chair

9-13-21

Date

Robert Calderone, Member

Date