

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
NOVEMBER 13, 2024**

Mr. Clark “Chip” Westfall called the meeting to order at 6:00pm and noted that Mrs. Kimberly Baer and Mr. Robert Calderone were in attendance. Melinda Svenson from HR was also in attendance along with two CSC Student Municipal Reps: Jeffrey Liu and Maxwell McKee. HR Manager Pam Serina and CSC Student Municipal Rep Travis Huff were not in attendance. Hunter Hannaman was also in attendance as a student representative on the Mayor’s Student Council.

MINUTES

Commission reviewed the October 9, 2024 meeting minutes. Mrs. Baer made a motion to adopt the minutes and Mr. Calderone seconded the motion. *Mr. Westfall also signed the September minutes due to not being at the October meeting.*

CORRESPONDENCE

- The commission reviewed the expense report ending October 31, 2024. Melinda noted additional spending from the Testing account due to \$1298 spent on the Fire Medic exam and \$950.00 spent on the Engineering Technician exam. Melinda also noted increased spending in the Advertising Account due to both the Engineering Tech and Code Inspector advertising on Indeed.
- DocuSign Documents (Commission reviewed the below forms previously signed in DocuSign):
 - Payroll Status Forms
 - Aaron Baker (Promotion – Fire Lieutenant) – Signed 10/12/2024
 - Staffing Requisitions
 - Fire Medic (to certify names and hire 2) – Signed 10/16/2024
 - Code Inspector (to hold an examination and create a list) – Signed 10/16/2024
 - Eligibility Lists
 - Fire Medic – Signed 10/12/2024
 - Engineering Technician – Signed 11/01/2024

NEW BUSINESS

- Review of 20 Code Inspector applications to qualify for exam scheduled December 5, 2024.
 - Commission qualified 9 candidates to take the exam. *(One candidate was initially deemed unqualified but then deemed qualified after discussions with Planning Director and Mr. Calderone.)*
 - Commission did not qualify 11 candidates.
 - Commission signed the qualified letters for the candidates.
- Discuss Removing Fee for the upcoming Account Clerk Exam.
 - Melinda stated an email was sent out to commissioners regarding the fee for the upcoming Account Clerk position. Melinda reiterated that HR currently has a temporary employee at the front desk assisting while the regular part-time receptionist is on leave of absence and these temporary employees are not able to accept money on behalf of the city. Melinda stated if the Commission wanted the fee, we would keep the fee. Mr. Calderone asked if we discussed with Finance on taking a card payment. Melinda stated that some candidates do call in and give their information to Finance. Melinda stated that not all candidates are comfortable giving credit card information over the phone. Mrs. Baer stated her thoughts were if another department like Finance take the payments.

Mrs. Baer stated her biggest concern is for one group of candidates to be treated the same way as another group of candidates. Mr. Westfall asked where the money that came in from the Civil Service testing fees got allocated. Melinda stated it goes into the general fund. Mr. Westfall suggested having IT create a way to allow the fee to be paid directly from the website. The Commission agreed that a discussion should be had with the Mayor and if the Mayor is in favor of discontinuing the fee, the Commission would support this decision. Mr. Westfall stated he would be in contact with Mayor Yeargin.

- 2025 Schedule – Civil Service Rule Review and City Administration Attending
 - Melinda asked the Commission to confirm if all commissioners would be attending the following meetings due to city administration attending:
 - January 8, 2025 – Director of Law and Mayor attending
 - February 12, 2025 – Director of Law, Mayor, Service Director, and Fire Chief attending
 - Mr. Westfall stated he will not be in attendance at the February meeting.
 - All commissioners stated they would be in attendance at the March 12, 2025 meeting. Melinda will advise city administration and see if the second meeting involving administration can be moved to March vs. February.

OLD BUSINESS

- Eligibility List/Requisition Status:

| <u>Active Eligibility Lists:</u> | <u>Open Requisitions:</u> |
|---|---|
| Assistant Fire Chief Expires 11/20/2024 | Account Clerk (to conduct an exam and create an eligibility list) Signed by CSC: 8/14/2024 |
| Service Worker I Expires 1/02/2025 | Fire Medic (to certify names and hire 2) Signed by CSC: 10/16/2024 |
| Service Worker II Expires 1/02/2025 | Code Inspector (to hold an examination and create a list) Signed by CSC: 10/16/2024 |
| Secretary Expires 1/31/2025 | |
| Parks & Rec Supervisor Expires 2/12/2025 | |
| Parks & Rec Programmer Expires 7/08/2025 | |
| Fire Medic Eligibility List Expires 10/12/2025 | |
| Engineering Technician Expires 11/01/2025 | |

NEXT MEETING:

The next scheduled Civil Service Commission meeting will be December 11, 2024.

Mr. Westall advised the Commission he will not be at the December 2024 meeting.

There being no further business, Mr. Calderone motioned for the meeting to adjourn, and Mrs. Baer seconded this motion. The meeting adjourned at 7:10 pm.

Respectfully submitted,

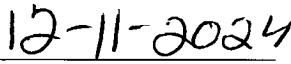
Melinda Svenson

Clark Westfall, Chair

Date



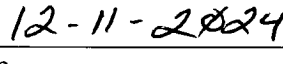
Kimberly Baer, Co-Chair



Date



Robert Calderone, Member



Date