

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
JULY 2, 2018**

Mr. Jerry Alessia called the meeting to order at 4:00pm and noted Mr. Bob Calderone was present. Mrs. Kimberly Baer was not present. Also present was Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the June 13, 2018 meeting minutes. Mr. Alessia motioned to approve the minutes and Mr. Calderone seconded the motion.

CORRESPONDENCE

- Commission reviewed and signed the following payroll status forms:
 - Dave Hartsook (Resignation – Income Tax Administrator)
 - Jason Marzilli (Promotion – Fire Captain)
 - Matthew Craddock (Promotion – Fire Lieutenant)
 - Jaimy Garrett (Promotion – Fire Lieutenant)

NEW BUSINESS

- Commission reviewed applications submitted for Income Tax Administrator. Commission qualified 13 of the 15 candidates to take the exam on July 17, 2018. Qualified and not qualified letters were signed by the Commission for Melinda to mail. Melinda clarified with Commission members that current classified employees should not be charged the \$10 filing fee for the entry level exam. Both Mr. Alessia and Mr. Calderone agreed.
- Commission reviewed applications submitted for Code Inspector. Commission qualified 7 of the 8 candidates to take the exam on July 12, 2018. Qualified and not qualified letters were signed by the Commission for Melinda to mail.

OLD BUSINESS

- Commission signed the Service Worker I and II eligibility lists.
- CSC Rule Changes
 - Melinda informed the Commission there were three areas that needed clarification on regarding the proposed changes.
 1. Certification Chart for promotions and if this number refers to maximums only and not necessarily mean a promotion where 2 positions are open require a minimum of 4 individuals being on the eligibility list. *Commission decided to delete the promotion column of the proposed certification chart and handle promotions as they are currently handled. Commission felt discretion could be used depending on the scenario, but discretion should be left to the Commission versus a hiring manager.*
 2. Appeal of Disciplinary Action (Section 13) and clarifying the role CSC plays when employees are under a collective bargaining contract with exclusive remedy

clauses. *Commission requested HR to confirm with the interim Law Director if a classified employee truly is bound to a CBA exclusive remedy clause. The Commission members did not want to add a statement in the rules potentially taking away a classified employee's right to appeal.*

3. Time Frame for a decision after a hearing takes place (Section 13.4). *Commission did not want to put a set time frame on this as different hearings could take longer than others depending on the issue, amount of supporting documentation, etc. This section will remain the same.*

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for August 8, 2018 at 6:00pm.

There being no further business, Mr. Alessia motioned for the meeting to adjourn and Mr. Calderoner seconded this motion. The meeting adjourned at 4:56pm.

Respectfully submitted,


Melinda Svenson

Gerald Alessia, Chair


Date



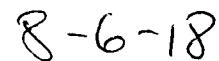
Robert Calderone, Co-Chair



Date



Kimberly Baer, Member



Date