



**GREEN CIVIL SERVICE COMMISSION  
MEETING MINUTES  
DECEMBER 11, 2019**

Mr. Robert Calderone called the meeting to order at 6:00pm and noted both Mrs. Kimberly Baer and Mr. Clark Westfall were present. Also present was Pam Serina from Human Resources. In addition, a group of students from Green High School attended the last portion of the meeting as part of a class requirement.

**MINUTES**

Commission reviewed the November 13, 2019 meeting minutes. Mrs. Baer made a motion to approve and Mr. Calderone seconded the motion.

**CORRESPONDENCE**

- Commission reviewed the expense report ending November 30, 2019. Mrs. Baer asked Pam Serina if the same budget for Civil Service was requested for 2020. Pam Serina stated it was a little different due to the number of openings we are anticipating.
- Commission reviewed and signed the staffing requisition for a Service Worker II (Storm Water) for two openings. Pam Serina stated with the recent approval of the budget, two new Storm Water positions are being requested. Mr. Calderone confirmed the eligibility list was still current for this position and Pam Serina stated it was. Mrs. Baer asked if there were any current seasonal employees who were eligible to be considered. Pam Serina stated there were a couple who were on the list and who would be considered.

**NEW BUSINESS**

- N/A

**OLD BUSINESS**

- Commission discussed the communication they would like to send back to Ralph Klinger, former Service Worker I candidate.
  - Mr. Calderone stated he feels the Commission should be brief and just state the allegations were reviewed.
  - Mr. Westfall stated he just wanted to do things the right way and that the Commission and Administration was being consistent with how they handled candidates on the eligibility list. Mr. Westfall stated Mr. Klinger had taken the test and was in the top ten which gave management the right to consider Mr. Klinger for an interview. Mr. Westfall stated that whatever happened after or leading up to Mr. Klinger not being hired is out of the Commission's jurisdiction. Mr. Westfall suggested stating in the communication that "our authority falls within the Civil Service Rules and the Rules were followed in your case in point. Other areas brought up were management issues that the Commission has no jurisdiction over."
  - Mrs. Baer stated to include the Commission did complete a review of the facts and determined the Civil Service Rules were followed and that it is management's prerogative to consider and interview any of the candidates in the top ten spots on the eligibility list.

- Mr. Calderone asked Melinda to draft something off the recorded minutes with the points suggested above.
- Commission asked Pam Serina to forward the City Nepotism policy and the Ohio Ethics policy via email. Pam Serina stated she would email these out to the Commission.
- Mrs. Baer stated there was not a question noted on the employment application pertaining to being related to a current employee.
- Mr. Calderone stated a candidate who was a relative of a current employee would remain eligible unless the position applying for violated the ethics policy (i.e. relating to nepotism).
- Mrs. Baer stated she was still not comfortable in the nepotism issue if a candidate would be considered as being certified.
- Commission agreed each candidate would be evaluated on a case by case basis relating to the above.

*Prior to ending the meeting, Commission members gave the Green High School students a brief overview of what the Civil Service Commission did for the city along with the history of why the Civil Service Commission was established. Commission members also opened the meeting up for any questions the students had.*

**NEXT MEETING:**

The next Civil Service Commission meeting is scheduled for January 8, 2020 at 6:00pm.

There being no further business, Mr. Calderone motioned for the meeting to adjourn and Mrs. Baer seconded this motion. The meeting adjourned at 6:28pm.

Respectfully submitted,

Melinda Svenson

  
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 Robert Calderone, Chair

1-8-20  
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 Date

  
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 Kimberly Baer, Co-Chair

1-8-2020  
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 Date

  
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 Clark Westfall, Member

1-8-2020  
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 Date