

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
OCTOBER 9, 2019**

Mr. Robert Calderone called the meeting to order at 6:07pm and noted Mrs. Kimberly Baer and Mr. Clark "Chip" Westfall were present. Also present were Pam Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the August 14, 2019 meeting minutes. Melinda let Mr. Calderone know that his revisions he had emailed were attached to the completed minutes in case he needed to reference these. Mr. Calderone asked the Commission if there were any additional comments or questions on the August minutes. Both Mr. Westfall and Mrs. Baer stated there were not. Mr. Calderone asked for a motion to approve. Mr. Westfall made a motion to approve and Mrs. Baer seconded the motion.

Commission reviewed the September 17, 2019 meeting minutes. Commission members noted the email was attached to the minutes from Pam Serina to Fire Medic, Justin Pratt, correcting the fact that his discipline reviewed during the September meeting was not appealable. Mrs. Baer made a motion to approve the minutes. Mr. Westfall seconded the motion.

CORRESPONDENCE

- Commission reviewed the expense report ending September 30, 2019. Melinda noted that the advertising for the Service Worker I and II were reflected in this expense report and also stated that unless some new position comes up, this should be all the money needed for advertising this year.
- Commission reviewed and signed the following Payroll Status Forms:
 - Zachary Kaufman (Parks & Rec Programmer – Part-time to Full-time)
 - Mrs. Baer asked if this individual came off an eligibility list. Pam Serina stated he did not. Pam Serina stated he was initially hired part-time and she did not believe he tested. Melinda clarified that he was hired part-time in 2016 prior to the Commission requesting that part-time positions come from eligibility lists (with the exception of part-time dispatchers per the City Charter). Melinda stated he was hired into the AFSCME bargaining unit and now subsequently moved to full-time status under the union contract which supersedes the Civil Service Commission. Melinda initially stated that Zach Kaufman was the last part-time employee hired who did not test and then later corrected herself and stated Dave France is also a current part-time employee in Parks who never tested but is now part of the AFSCME union. Mrs. Baer reiterated her concern with an employee becoming a classified employee without going through the testing process. Melinda stated we have since corrected this issue by requiring these part-time employees to test and we can't go back and correct the issue with Zach Kaufman at this time because he was hired into AFSCME. Mrs. Baer stated she didn't like the circumstances but understands where we are at with the process.
 - Todd Staten (Service Worker I, Parks – New Hire)

- Melinda informed the Commission that Mr. Staten was the candidate selected from the last Service Worker I requisition that was signed. Mrs. Baer asked if both the Service Worker I and II lists are now expired. Melinda confirmed this and stated the new exam for these positions would be taking place tomorrow night, October 10, 2019.

NEW BUSINESS

- Commission reviewed the email from Chief Funai requesting to extend the current Fire Lieutenant eligibility list another six months. Mr. Calderone made a motion to extend the list and Mrs. Baer seconded the motion. Mr. Calderone notated on the current list that the list would be extended until May 11, 2020. This will be the final time the list can be extended as it will have been valid a full two years.

OLD BUSINESS

- NA

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for November 13, 2019 at 6:00pm.

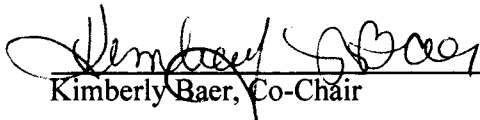
There being no further business, Mr. Calderone motioned for the meeting to adjourn and Mrs. Baer seconded this motion. The meeting adjourned at 6:21pm.

Respectfully submitted,

Melinda Svenson


Robert Calderone, Chair

11-13-19
Date


Kimberly Baer, Co-Chair

11/13/19
Date

Clark Westfall, Member

Date