

**GREEN CIVIL SERVICE COMMISSION**  
**MEETING MINUTES**  
**MAY 12, 2021**

Mrs. Kimberly Baer called the meeting to order at 6:00pm and noted Mr. Robert Calderone and Mr. Clark “Chip” Westfall were present. Also present were Pam Serina and Melinda Svenson from Human Resources. All attendees practiced social distancing and wore masks in accordance with CDC guidelines.

**MINUTES**

Commission reviewed the April 14, 2021 meeting minutes. Mr. Calderone made a motion to adopt the minutes and Mr. Westfall seconded the motion.

**CORRESPONDENCE**

- Commission reviewed the expense report ending April 30, 2021. Melinda listed the expenses incurred to date including advertising for the positions of Service Supervisor, Zoning Secretary, and Traffic Control Tech II. Year to date expenses also include testing for the Service Supervisor and Zoning Secretary.
- Commission reviewed and signed the following Payroll Change Status forms:
  - Scott Robbins (New Hire – Service Supervisor)
  - Cindy Sullivan (Permanent Layoff – Dispatch)
  - Adam Moledor (Permanent Layoff – Dispatch)
  - Vikki Huebner (Permanent Layoff – Dispatch)
  - Nicole Hays (Permanent Layoff – Dispatch)
  - Leslie Hayman (Permanent Layoff – Dispatch)
  - Kelly France (Permanent Layoff – Dispatch)
  - Carrie Cline (Permanent Layoff – Dispatch)
- Mrs. Baer asked Pam if all the individuals that were in Dispatch opted into the Council of Governments or if some chose to take other jobs. Pam stated one part time individual took another job as they really didn’t work a lot of hours and has a fire job with a different municipality. Pam stated all other individuals chose to move to the council of governments. Mrs. Baer asked how the dispatch employees were informed of the move to a council of governments. Mrs. Baer was concerned the employees were terminated but really the positions were eliminated. Melinda clarified the employees were really listed as “Layoff – Permanent” on the payroll status forms vs. “Terminated”.
- Signing of the Service Worker I and II requisition to conduct an examination and create eligibility lists.
  - Mrs. Baer asked how many positions were open. Melinda stated there were no formal positions open. This request was just to test and create new lists so we have active eligibility lists for both positions.

**NEW BUSINESS**

- Review of Traffic Control II Technician application to assess if the individual is qualified for the position.
  - Mrs. Baer asked Pam if she had reviewed the application and if it is her interpretation that the individual is qualified. Pam stated she believed so.
  - Mr. Westfall asked if we verify the IMSA certification submitted. Melinda stated we have not verified certifications in the past but can do so for this candidate.

- Pam stated this was the only applicant we received based on the qualifications the city was seeking. Pam asked if she could create a checklist which would essentially be this candidate's test versus paying for and conducting a formal examination.
- Mr. Calderone stated the purpose of a test was to rank the candidates. Since there is only one candidate, and the candidate meets the minimum qualifications, there is no reason to test for this position. Other commissioners agreed.
- Commissioners deemed the candidate qualified based on the application and certifications submitted.
- Commission then determined they would also create the eligibility list with this one candidate vs. testing the candidate due to only one individual applying. Melinda created the eligibility list and Commission members all signed.
- Commission asked Melinda to draft a letter to the candidate informing him he was qualified and subsequently certified to interview for the position based on the information submitted to the Commission.
- Talent Inclusion Committee Meeting Update.
  - Mrs. Baer stated the committee took quite a bit of time discussing the Civil Service position appointments. Mrs. Baer stated the committee all agreed not to remove the Green Local School Board from appointing one of the members of the City of Green Civil Service Commission. It had been recommended to potentially use the DE&I committee to appoint a Civil Service Commission member.
  - Mrs. Baer stated the committee discussed why it is important for the school board to remain as an entity appointing a member as they are not in the political arena like council and the mayor. Mrs. Baer stated councilwoman Babbitt mentioned by the time council or other boards are aware an appointment is needed, there is a short amount of time when the position needs filled.
  - Mrs. Baer stated she would be more than willing to talk with a representative from the school board and discuss the importance of them making an appointment to the Civil Service Commission.
  - Pam did mention that the DE&I committee is establishing bylaws to become more formal.
  - Mr. Calderone stated if they really want to make a change to the appointments, it needs to be addressed in the charter.
  - Mrs. Baer stated it would be nice to be aware of which boards positions are open so people can be referred, etc. Mrs. Baer stated it would be good to partner with minority groups to help get a bigger group of minorities involved.

**OLD BUSINESS**

- Eligibility List/Requisition Status

<b><u>Active Eligibility Lists:</u></b>	<b><u>Open Requisitions:</u></b>
Secretary Expires 3/10/2022	Secretary (to hire 1 FT) Signed by CSC 3/10/2021
Service Supervisor Expires 3/10/2022	Service Supervisor (to hire 1 FT) Signed by CSC 3/10/2021 Extended 30 additional days through June 7, 2021 (30 additional days)
	Traffic Technician II (to test and create an eligibility list) Signed by CSC 3/10/2021; Certified list 5/12/2021
	Service Worker I and II (to create a test) Signed by CSC May 12, 2021

**NEXT MEETING:**

The next scheduled Civil Service Commission meeting is June 9, 2021. Melinda stated to the Commission she will not be in attendance at this meeting.

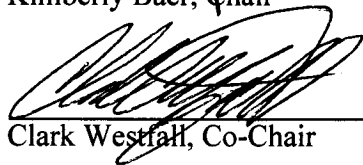
There being no further business, Mr. Westfall motioned for the meeting to adjourn and Mr. Calderone seconded this motion. The meeting adjourned at 7:04pm.

Respectfully submitted,

Melinda Svenson

  
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Kimberly Baer, Chair

6-9-2021  
Date

  
\_\_\_\_\_  
Clark Westfall, Co-Chair

6-9-2021  
Date

\_\_\_\_\_  
Robert Calderone, Member

\_\_\_\_\_  
Date