

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
NOVEMBER 21, 2017**

Mr. Bob Calderone called the meeting to order at 6:10pm and noted Ms. Kimberly Baer and Mr. Jerry Alessia were present. Also present was Pamela Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the October 10, 2017 meeting minutes. In reviewing the minutes, Mr. Alessia clarified it was decided any candidate on the Service Worker I eligibility list who declined the recent part-time position opening remained on the eligibility list. Mrs. Baer and Pam Serina confirmed this was correct. Mr. Alessia stated this was fair since the position was posted as a full-time position. Mrs. Baer stated the next time we post for the Service Worker I position, it should be posted as part-time with the potential of going full-time or post for both positions. Mrs. Baer let Mr. Alessia know the Service Worker I list was extended four months at the October CSC meeting. Mrs. Baer clarified that part-time Service Workers were part of the union once hired. Melinda confirmed this. Mrs. Baer motioned to approve the minutes and Mr. Calderone seconded the motion.

CORRESPONDENCE

- The Commission reviewed the expense report ending October 31, 2017 noting Pat Ramsey had been paid for the Supervisor exam.
- Commission reviewed and signed the Payroll Status Change Forms for Nicholas Bryan (hired as a part-time Service Worker I) and Dave Perrine (promoted to Service Supervisor, Highway). Mrs. Baer asked where Dave ranked on the promotion list. Pam stated she was thinking he was second overall on the list. It was later confirmed that Dave had the second highest score the Civil Service exam.
- Melinda also presented a staffing requisition to Commission for the Service Department to post for a Service Worker III due to the promotion of Dave Perrine. (No action of the Commission needed on this. Commission signed the requisition as "Reviewed".) Position will be posted internally.

NEW BUSINESS

- **Firemedic Eligibility List**
 - Pam notified the Commission that Chief Funai requested the current Firemedic eligibility list be extended for six months. Pam stated the Chief anticipates one or two new hires needed within the next six months. Mrs. Baer made a motion to grant the extension and Mr. Alessia seconded the motion. List was extended to May 29, 2018.

OLD BUSINESS

- **CSC Rule Changes**

- Mr. Calderone stated he and Mrs. Baer discussed Rules 7.1 and 9.17 at the October meeting as to how many candidates should be certified. Mrs. Baer asked why the Commission proposed new language with ranges of vacancies for new hires but then only one vacancy, etc. for promoted tests. Mr. Calderone stated this was done because historically more names are given for consideration from a new hire eligibility list. Melinda stated for a promotion, you're usually thinking just one individual versus multiple individuals. Mrs. Baer reminded Commission the matrix used in Akron showed vacancies relating to number of ranks to certify. Mrs. Baer stated she had never seen ranges used before. Mr. Calderone stated the idea came from another municipality when the Commission was initially looking at revising the rules in 2016, but he could not recollect which municipality. Mr. Calderone stated it did not matter to him how the names were certified. Pam stated that she still intended to meet with the Service Director and Fire Chief to review the changes and the rationale to get their input. Commission reviewed City of Akron matrix and agreed to go with that setup for the certification rules. (See attached matrix.) Both Mr. Calderone and Mr. Alessia stated the matrix was easy to follow. Commission agreed to cut the range off at ten openings. Matrix will be used for both rule 7.1 and 9.17. Matrix will be added as an appendix in the new rules.
- Mr. Calderone asked the Commission why the second paragraph in 9.17 was included in the rule changes.

- **The Mayor will appoint candidate(s) to fill the vacancy(s) within sixty (60) calendar days unless the position is no longer vacant or an extension is granted by the Commission.**

Mr. Alessia clarified this was added to clarify positions could become no longer available with the example of the recent Fire employee retirement that was pending at the time the Lieutenant eligibility list was due to expire. Mrs. Baer questioned if "vacancy" was the right word. Commission decided to change the new language to "...unless the position is not vacant or...". Mr. Alessia stated the Mayor needs to have latitude to make the decision the vacancy no longer exists for whatever reason. Mr. Calderone and Mrs. Baer agreed.

- Mr. Calderone addressed rule 7.3 "Candidates Remaining on the Eligibility List" proposed changes. Mr. Calderone stated the current language is wordy and confusing. Mr. Calderone asked if Rule 7.3 was even needed. Pam commented she didn't think the rule was needed. Mr. Alessia stated the last part of the rule might be needed which stated "After an individual is certified for appointment three (3) times and a lower ranked candidate is appointed at least one time, the individual's name may be removed from the eligibility list." Mr. Calderone asked if the first part with the top ten (10) would be confusing since we are now relying on matrix. Commission agreed to delete the first paragraph of Rule 7.3 based on the fact they are including the matrix to the new rules. Mrs. Baer asked if the second paragraph should read, "...certified for appointment three (3) times and not selected" and leave the lower ranked candidate wording out. Melinda pointed out that currently, both criteria need met for a candidate to be removed from the eligibility list. Melinda stated the lower ranked candidates have a good chance of being certified three times and you wouldn't want to pull them off before they

may even be considered for hire. Melinda stated if the rules omitted the section on being certified three times and then removed, there would be no way of getting to lower candidates on a longer list. Mrs. Baer questioned what was "magic" about the number three in these scenarios stating it must have come from old language when the rules used to be rule of three versus rule of ten. Commission members agreed that the second paragraph should remain and that the number three did seem like a reasonable number to use. Rule to be changed as follows:

- **After an individual has been certified for appointment three (3) times and a lower ranked candidate is appointed, the individual's name will be removed from the eligibility list.**

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for December 13, 2017 at 6:00pm.

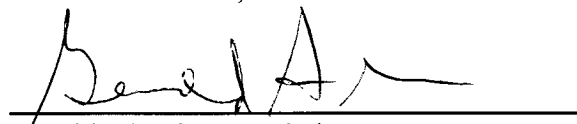
There being no further business, Mr. Alessia made a motion to adjourn and Mr. Calderone seconded this motion. The meeting adjourned at 6:28pm.

Respectfully submitted,


Melinda Svenson


Robert Calderone, Chair

1-10-18
Date


Gerald Alessia, Co-Chair

01-10-18
Date


Kimberly Baer, Member

1/10/18
Date