

**GREEN CIVIL SERVICE COMMISSION  
MEETING MINUTES  
JANUARY 8, 2020**

Mr. Robert Calderone called the meeting to order at 6:04pm and noted both Mrs. Kimberly Baer and Mr. Clark Westfall were present. Also present was Pam Serina and Melinda Svenson from Human Resources.

**MINUTES**

Commission reviewed the December 11, 2019 meeting minutes. Mr. Westfall made a motion to approve and Mrs. Baer seconded the motion.

**CORRESPONDENCE**

- Commission reviewed the expense report ending December 31, 2019. Melinda stated there were no changes from the last expense report for 2019 expenditures. Melinda also informed the Commission the new 2020 purchase orders are now in effect.
- Commission discussed and extended the following staffing requisitions:
  - Service Worker II (Storm Water) for two openings
    - Melinda informed the Commission that interviewing for these positions had begun and one of the candidates was in the pre-hire processing phase but the second candidate had not been confirmed to date.
    - Commission agreed to extend this requisition 30 days. Mr. Calderone made a motion to extend this requisition and Mr. Westfall seconded the motion. Requisition was originally signed by the Commission December 11, 2019. Pursuant to CSC Rule 7.1, Name Certification, Commission can extend the requisition past the initial 60 days. The Service Worker II (Storm Water) requisition will now expire March 9, 2020.
    - Pam Serina asked the Commission their opinion on a Service Worker II candidate, Logan Sapper, not responding to voice mails and emails and the possibility of getting the candidate removed from the eligibility list. The Commission made the decision to send Mr. Sapper a certified letter with a date he needed to respond by in order to not be removed from the list. If the candidate fails to respond to the letter, the commission will formally remove his name from the current Service Worker II eligibility list.
  - Fire Medic for eight openings
    - Melinda informed the Commission that management was in the process of finalizing the candidates who would be moving on to the pre-offer testing but with the addition of the new pre-employment steps added to the fire division hiring process, the actual appointment of the candidates could fall past the original 60 day deadline.
    - Commission agreed to extend this requisition 30 days. Mrs. Baer made a motion to extend this requisition and Mr. Westfall seconded the motion. Requisition was initially signed by the Commission November 25, 2019. Pursuant to CSC Rule 7.1, Commission can extend the requisition past the initial 60 days. The Fire Medic requisition will now expire February 22, 2020.

- Commission reviewed and signed the following Payroll Status Forms:
  - Gene S. Beavers, Traffic Control Tech (Disability Retirement)
  - Jason Slaughter, Service Worker II (New Hire)

**NEW BUSINESS**

- Review of 2020 meeting dates.
  - These meetings will continue to be held the second Wednesday of each month in 2020 except November (due to Veteran's Day holiday). The November meeting will be held November 18, 2020.
- Civil Service Election of 2020 officers.
  - Pursuant to CSC Rule 2.1, Organization, the commission members elected the officers for the 2020 calendar year. Results are as follows:
    - Mr. Robert Calderone           Chair
    - Mrs. Kimberly Baer           Co-Chair
    - Mr. Clark Westfall           Member
    - Mrs. Melinda Svenson       Secretary
- Fire Medic Eligibility List Extension
  - Chief Funai sent an email requesting the extension of the current Fire Medic eligibility list an additional twelve months. Pursuant to CSC Rule 6.1, List and Duration of Eligible Candidates, Commission agreed to extend the list. Mr. Westfall made the motion to extend the list and Mr. Calderone seconded the motion. List will expire February 7, 2021.

**OLD BUSINESS**

- Commission signed the letter to former Service Worker I candidate, Ralph Klinger.

**NEXT MEETING:**

The next Civil Service Commission meeting is scheduled for February 12, 2020 at 6:00pm.

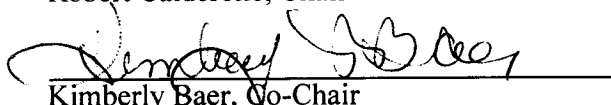
There being no further business, Mr. Calderone motioned for the meeting to adjourn and Mrs. Baer seconded this motion. The meeting adjourned at 6:29pm.

Respectfully submitted,

Melinda Svenson

  
 \_\_\_\_\_  
 Robert Calderone, Chair

2-12-2020  
 Date

  
 \_\_\_\_\_  
 Kimberly Baer, Co-Chair

2-12-2020  
 Date

\_\_\_\_\_  
 Clark Westfall, Member

\_\_\_\_\_  
 Date

## **Melinda Svenson**

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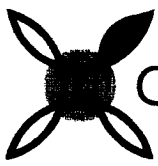
**From:** Jeff Funai  
**Sent:** Wednesday, January 8, 2020 5:46 PM  
**To:** Pamela Serina; Melinda Svenson  
**Subject:** Firemedic Eligibility List

Please consider extending the current firemedic eligibility list (expires in February 2020) for an additional 12 months. We are currently working our way through the hiring process to fill 8 vacancies and we have found that we have a number of vey good candidates. We would like to keep this list active and available.

Thank you,

Jeff

Sent from my iPad



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January 8, 2020

Mr. Ralph Klinger  
310 Stoner Road  
Clinton, OH 44216

Dear Mr. Klinger,

The City of Green Civil Service Commission discussed your concerns regarding the (Service Worker I) position you previously interviewed for and has determined the City followed Civil Service Rules with respect to the hiring process in this regard. The interview process falls outside the domain of the Commission as it is management's prerogative whether or not to interview the candidates certified as eligible by the Commission. As such, no further action will be taken by the Commission in this regard.

Should you have any further questions or concerns please contact one of the Commission members.

Sincerely,

Civil Service Commission