

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
JULY 20, 2022**

Mrs. Baer called the meeting to order at 6:00pm and noted both Mr. Robert Calderone and Mr. Clark “Chip” Westfall were present. Pam Serina and Melinda Svenson were also present from Human Resources.

MINUTES

Commission reviewed the May 11, 2022 meeting minutes. Mr. Calderone made a motion to adopt the minutes and Mr. Westfall seconded the motion.

CORRESPONDENCE

- Commission reviewed the expense report ending June 30, 2022. Melinda informed the Commission there have been no changes since the last time the Commission met; however, we are running ads for the Service Worker I and II tests coming up, so there will probably be some charges in the advertising account showing up on the July expense report.
- Commission reviewed and signed the following payroll status forms:
 - Jason Slaughter (SWII – Resignation, 7/1/22)

NEW BUSINESS

- Kim Baer started the discussion regarding utilizing Clancy & Associates and stated she had reached out to people who know Pat Ramsey on a personal basis and they stated they can’t get a hold of her. Kim verified with Pam Serina that Pat Ramsey has been unavailable and April from Pat’s office is the one scheduling the tests at this point. Pam stated April has been working with Pat for many years. Pam informed the Commission that when this service provider was initially out of the office and unavailable due to an accident, the company attorney had advised April that no one at the company was legally able to continue providing services in Pat Ramsey’s absence. Pam stated she understands things are way better now and April is now authorized to give tests in lieu of Pat Ramsey. Pam stated we had reached out to other cities to see who has utilized Clancy & Associates to get some feedback on using them. Pam states she believes both Ravenna and Cuyahoga Falls have utilized them. In addition, Strongsville stated they had a great experience with Clancy & Associates. Mrs. Baer stated she knew Clancy & Associates has been in business for years, and although she doesn’t know if it is the same people working there now, she has always known them to have a good reputation. Mrs. Baer asked if the other commissioners had any feedback on using Clancy & Associates. Mr. Calderone stated he felt there was no harm in trying another company. Mr. Calderone stated there is an advantage of having a second company we could utilize if the other company could not do the testing for some reason. Mrs. Baer suggested that after the Service Worker exams, and prior to the next exam that is given, the Commission discuss the specifics of the next exam and determine if we want to try using Clancy & Associates.
- Informed Commission members that the Service Worker I and II exams are scheduled for September 28, 2022 at Raintree Golf & Event Center. The final day candidates can apply is Friday, September 9, 2022. Commission will review applications at the September 14, 2022 commission meeting.

OLD BUSINESS

- Pam Serina requested that the Secretary eligibility list be extended. Mrs. Baer motioned to extend the list and Mr. Westfall seconded the motion. The list was extended to March 10, 2023.
- Eligibility List/Requisition Status

<u>Active Eligibility Lists:</u>	<u>Open Requisitions:</u>
Secretary Expires 3/10/2022	Service Worker I - To test and create an eligibility list. Signed 7/01/2022
Service Worker I Expires 9/13/2022	Service Worker II - To test and create an eligibility list. Signed 7/01/2022
Service Worker II Expires 9/13/2022	
Planner Expires 10/13/2022	
Fire Lieutenant Expires 12/27/2022	
Fire Medic Expires 2/07/2023	

NEXT MEETING:

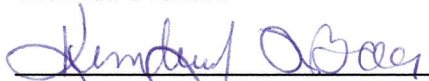
The next scheduled Civil Service Commission meeting is August 10, 2022. Sarah Haring, Community Development Administrator, will be in attendance to talk about the Student Municipal Rep program.

Mr. Westfall notified the Commission that he will not be able to make a 6:00pm meeting on September 14th, but could attend a meeting earlier during the day on the 14th. Mr. Calderone reminded the other members he had already stated earlier in the year he was unable to attend the September meeting. Commission and HR determined this meeting could be changed to 2:00pm for September 14, 2022. Melinda will notify the Green/Southside Leader newspaper of this change in order to have the paper post the public notice August 12, 2022. In addition, Melinda will notify the student reps of the change, have an announcement put on the City of Green website, and have a notice hung on the doors of the administration building in accordance with the Sunshine Laws.

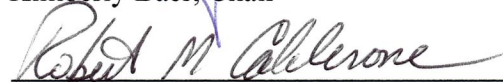
There being no further business, Mr. Westfall motioned for the meeting to adjourn, and Mr. Calderone seconded this motion. The meeting adjourned at 6:37pm.

Respectfully submitted,

Melinda Svenson



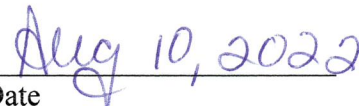
Kimberly Baer, Chair



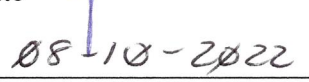
Robert Calderone, Co-Chair



Clark Westfall, Member



Date



Date



Date