



**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
MARCH 9, 2022**

Mrs. Kimberly Baer called the meeting to order at 6:02pm and noted Mr. Clark “Chip” Westfall and Mr. Robert Calderone were present. Pam Serina and Melinda Svenson were also present from Human Resources.

MINUTES

Commission reviewed the February 16, 2022 meeting minutes. Mr. Calderone made a motion to adopt the minutes and Mr. Westfall seconded the motion.

CORRESPONDENCE

- Commission reviewed the expense reports ending February 28, 2022. Melinda stated there are some expenses showing for fire medic advertising on Indeed.com under the advertising account.
- Commission will review the payroll status form for retiring fire lieutenant Douglas May at the April meeting. Form not available for review at the March meeting.

NEW BUSINESS

- N/A

OLD BUSINESS

- Noted that Mr. Calderone signed the fire lieutenant requisition form asking for one lieutenant on February 25, 2022.
- Note that a fire medic candidate removed his name from the eligibility list due to accepting a position at a different municipality (email correspondence attached). HR is moving forward on interviewing additional candidates for the open fire positions.
- Eligibility List/Requisition Status
 - Noted Building & Grounds Maintenance Worker will be posted internally per the AFSCME union contract. Pam advised that legislation had been passed through City Council.

<u>Active Eligibility Lists:</u>	<u>Open Requisitions:</u>
Secretary Expires 9/10/2022	Fire Medic To test and create an eligibility list Signed 7/14/2021 To hire 2 candidates: signed 2/7/2022
Service Worker I Expires 9/13/2022	
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 April 13, 2022.

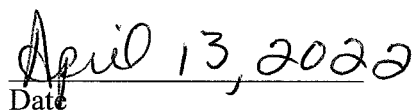
There being no further business, Mrs. Baer motioned for the meeting to adjourn, and Mr. Westfall seconded this motion. The meeting adjourned at 6:10pm.

Respectfully submitted,

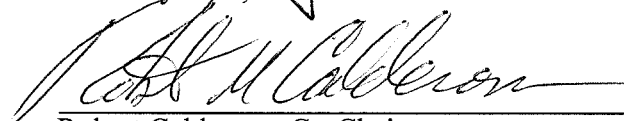
Melinda Svenson



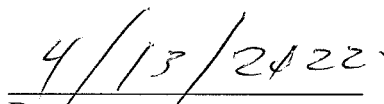
Kimberly Baer, Chair



Date



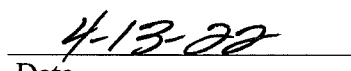
Robert Calderone, Co-Chair



Date



Clark Westfall, Member



Date

Melinda Svenson

From: Melinda Svenson
Sent: Monday, March 14, 2022 2:12 PM
To: Anthony Costarella
Subject: RE: FF AGILITY TEST RESULTS

Thank you for letting us know. I will remove your name from our eligibility list.

Congratulations on your new job!

Melinda Svenson, PHR, CLRP
HR Coordinator

City of Green
1755 Town Park Boulevard
P.O. Box 278
Green, Ohio 44232
Phone: 330.896.4138
Fax: 330.896.6926



From: Anthony Costarella <aacostarella@gmail.com>
Sent: Monday, March 14, 2022 2:10 PM
To: Melinda Svenson <msvenson@cityofgreen.org>
Subject: Re: FF AGILITY TEST RESULTS

Good afternoon Melinda,

My name is Adam "Anthony" Costarella. I am a candidate for FF/MEDIC with the city of Green. I have accepted a full time position with Canfield Fire and would like to withdraw my candidacy from the city of Green. I am grateful to the city of Green for their time and consideration,

All the best,
Anthony

On Mon, Feb 14, 2022 at 7:45 AM Melinda Svenson <msvenson@cityofgreen.org> wrote:

Thank you Anthony.

Melinda Svenson, PHR, CLRP

HR Coordinator

City of Green

1755 Town Park Boulevard

P.O. Box 278

Green, Ohio 44232

Phone: 330.896.4138

Fax: 330.896.6926



From: Anthony Costarella <aacostarella@gmail.com>

Sent: Sunday, February 13, 2022 12:58 PM

To: Melinda Svenson <msvenson@cityofgreen.org>

Subject: FF AGILITY TEST RESULTS

Hello Melinda,

My name is Adam "Anthony" Costarella and I am an applicant for the position of FF/MEDIC. I have attached my agility test results. To my knowledge, this is the last supporting document the city needs from me. If there are any additional action items for me to complete prior to my interview on Friday please let me know.

Thank you for your time and consideration,

Anthony