

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
OCTOBER 10, 2018**

Mr. Bob Calderone called the meeting to order at 6:00pm and noted Mrs. Kimberly Baer was present. Mr. Jerry Alessia was not present. Also present were Pam Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the September 24, 2018 meeting minutes. Mrs. Baer motioned to approve the minutes and Mr. Calderone seconded the motion.

CORRESPONDENCE

- Commission reviewed expense report ending September 30, 2018.
- Commission reviewed and signed the following staffing requisitions:
 - Secretary – AFSCME position. Posted internally.
- Commission reviewed and signed the following payroll status forms:
 - Samantha Kapper (Service Secretary – resignation)
 - Mrs. Baer asked why Samantha was leaving. Pam stated Sam had obtained an HR position at the Crystal Clinic.
 - Rich Anderson (Code Inspector – New Hire)
 - Stephen Tichon (Income Tax Administrator – Promotion)
- Commission reviewed a disciplinary form for a terminated Service Worker I – Alex Wheat.
 - Commission asked why the “appealable to CSC” was marked since this employee was part of the AFSCME union. Pam stated she intentionally marked this since we don’t have a decision from the Law Director to date.

NEW BUSINESS

- N/A

OLD BUSINESS

- Pam advised commission there has only been one person interested in filling the Civil Service Commissioner position at the end of Mr. Jerry Alessia’s term. Mrs. Baer stated she did reach out to former commission member, Vivianne Duffrin to see if she knew of anyone who may be interested in the position. Mrs. Duffrin told Mrs. Baer she would think about it and get back to her. Mrs. Baer asked if Mr. Alessia ever submitted a letter to council, formally resigning. Pam stated she was not aware if he did this or not. Mrs. Baer asked Pam to follow up with this via a text message to Mr. Alessia. Mrs. Baer asked Pam who the person was who expressed an interest. Pam stated she believed the last name was Myers and possibly William as a first name. Pam stated she acknowledged his inquiry and told the commission he had a strong union background. Mrs. Baer asked if the gentleman was still

employed. Pam stated he was retired and that she could forward the interested candidate's information to the commission members.

- CSC Rule Changes
 - Pam presented to the Commission a document she had drafted for the Law Director's input regarding discipline and the appeal process when it comes to collective bargaining agreements. Pam informed the commission this was sent just a half hour before the meeting and the Law Director has not had a chance to respond to it yet. Pam stated she would email a copy of the drafted documents to the commission members.
 - Pam stated she received the Wadsworth CSC rules and would forward those to the commission as a comparison to Green's revised rules.
 - Melinda confirmed the commissioners wanted a rationale sheet to be submitted with the rule changes. The Commission members stated they did want a rationale sheet submitted with the changes.

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for November 14, 2018 at 6:00pm.

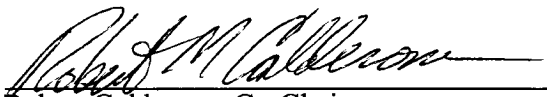
There being no further business, Mrs. Baer motioned for the meeting to adjourn and Mr. Calderone seconded this motion. The meeting adjourned at 6:19pm.

Respectfully submitted,

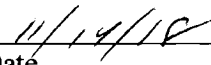
Melinda Svenson

Gerald Alessia, Chair

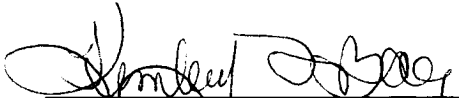
Date



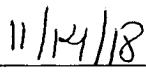
Robert Calderone, Co-Chair



Date



Kimberly Baer, Member



Date