

**GREEN CIVIL SERVICE COMMISSION  
MEETING MINUTES  
NOVEMBER 18, 2020**

Mr. Robert Calderone called the meeting to order at 6:00pm and noted Mrs. Kimberly Baer and Mr. Clark “Chip” Westfall were present. Also present were Pam Serina and Melinda Svenson from Human Resources and Valerie Wax Carr, Director of Public Service. All attendees practiced social distancing and wore masks in accordance with CDC guidelines.

**MINUTES**

Commission reviewed the October 14, 2020 meeting minutes. Mrs. Baer made a motion to approve minutes and Mr. Westfall seconded the motion.

**CORRESPONDENCE**

- Commission reviewed the expense report ending October 31, 2020. Melinda stated the Service Supervisor exam invoice was the only difference from last month’s report.

**NEW BUSINESS**

- N/A

**OLD BUSINESS**

- EXECUTIVE SESSION to discuss Service Supervisor candidates and the process.
  - Mrs. Baer motioned to go into Executive Session at 6:03pm for the reasons mentioned above and Mr. Calderone seconded the motion.
  - Mrs. Baer motioned to return to the regular meeting at 7:37pm and Mr. Calderone seconded the motion.
  - It was agreed the following would take place relating to the Service Supervisor position:
    - The City will make a formal offer to the candidate that was given a verbal offer.
    - The City will determine if the other candidates still have an interest in the position.
    - Mr. Calderone recommended the City Law Director be asked about the validity of the list after someone withdraws and there are only three names to begin with. Is it still a valid list? Mrs. Baer recommended to Pam to ask this in writing.


**NEXT MEETING:**

The next scheduled Civil Service Commission meeting is December 9, 2020.

There being no further business, Mr. Calderone motioned for the meeting to adjourn and Mrs. Baer seconded this motion. The meeting adjourned at 7:39pm.

Respectfully submitted,


Melinda Svenson

  
Robert Calderone, Chair

12-09-2020  
Date

  
Kimberly Baery, Co-Chair

12-9-2020  
Date

  
Clark Westfall, Member

12-9-2020  
Date