

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
MARCH 13, 2019**

Mr. Bob Calderone called the meeting to order at 6:00pm and noted Mr. Clark Westfall and Mrs. Kimberly Baer were present. Also present were Pam Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the February 13, 2019 meeting minutes. Mr. Westfall motioned to approve the minutes and Mr. Calderone seconded the motion.

CORRESPONDENCE

- Commission reviewed expense report ending February 28, 2019. Pam gave a brief overview on the potential CSC testing needs the city may have through the rest of 2019. Pam brought up the Engineering Project Manager position; although Pam stated Paul Pickett, City Engineer, did not think this position needed filled immediately. Melinda also mentioned the Service Worker II position because the current list is close to being exhausted. Kim asked if the list was still good. Melinda stated the list is still valid but it was not that long of a list to begin with and we have already hired a handful of employees from it. Pam also mentioned the potential of another Planner in the Planning Department.
- Commission reviewed and signed the following staffing requisitions:
 - Service Worker III (Storm Water) – open position due to promotion
 - Service Worker II (Parks & Recreation) – new position
 - Service Worker II (Storm Water) – open position due to promotion
- Commission reviewed and signed the following payroll status change forms:
 - Michael Pratt (Firemedic) – Retirement
 - Ted Elfrink (Services Worker III) – Retirement
 - Larry Lott (Building & Grounds Maint. Worker) – Transfer
 - Troy Meredith (Crew Leader – Storm Water) – Promotion
 - Dave Schemansky (Engineering Project Manager) – Resignation
 - Vicki Raymond (Parks Secretary) – New Hire

NEW BUSINESS

- NA

OLD BUSINESS

- Pam gave an update on the fire medic candidate discussed at both the January and February CSC meetings and stated the information requested from Akron came Monday morning, March 11, 2019. Pam reiterated that the City of Green requested personnel files of both individuals involved in the Akron incident, not just the individual applying for Green's fire medic position. Pam stated she did not review the entire record but did look at the last twenty pages which had the candidate's resignation along with a performance review stating employee had conduct that was unbecoming. Pam stated the City Law Director intends to write a letter requesting the commission to remove the candidate from the eligibility list.

Mrs. Baer asked if there was anything in the other Akron employee's file relating to the incident and Pam stated there was not. Pam stated she thought the second employee did not leave the City of Akron. Mr. Calderone stated they would wait and see what the Law Director says regarding the incidents. The Interim Law Director suggested the City may wish to include a timeline letter stating when may be able to be reconsidered. Pam stated it's not uncommon for organizations to reconsider an applicant "down the road". Mrs. Baer asked if the employee formally resigned her position. Mrs. Baer asked to see the documentation to confirm what the candidate's status was when she left the City of Akron. Pam showed the documentation to the Commission. Mrs. Baer noted her evaluations went from good to unsatisfactory fairly quickly. Mrs. Baer noted there was original paperwork stating the candidate resigned in good standing and then it was crossed out and "retirement" was indicated and then that was crossed out as well. It was also noted that the applicant's last evaluation was completed and put in the applicant's file after she left employment and with no signature from the applicant. Mrs. Baer said that was not uncommon employment practices to have an evaluation completed after leaving employment to account for the last period of time the employee was active. Commission did express concern as to the ambiguity of whether or not the candidate "resigned" or "retired" in good standing. Pam did state that on candidate's job application, she indicated she retired from Akron. Mrs. Baer also stated the documentation stated she resigned after being charged with conduct unbecoming. None of the paperwork stated what the "charge" was. Mrs. Baer asked Pam to go back to Akron and get clarification on paperwork submitted.

- CSC Rule change update
 - Commission stated the rationale sheet needed corrected. Language was left under 9.15 that commission changed back to current language.
 - Both Pam Serina and Mrs. Baer attended the March 12, 2019 council meeting where the legislation for the new Civil Service Rules was on second reading. Kim reviewed how the council questioned some of the changes. Mrs. Baer stated the CSC secretary position was brought up as to why the position would now be appointed versus elected. Mrs. Baer also stated council went back and forth on candidate ties and said one councilman asked why we didn't flip a coin. Mrs. Baer stated Councilman Humphrey finally ended the questioning by stating that the Civil Service Commission obviously put a lot of work in the changes and council should trust the judgment of the commission.

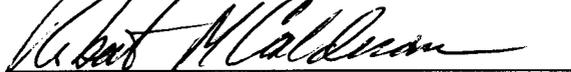
NEXT MEETING:

The next Civil Service Commission meeting is scheduled for April 10, 2019 at 6:00pm.

There being no further business, Mr. Westfall motioned for the meeting to adjourn and Mr. Calderone seconded this motion. The meeting adjourned at 6:38pm.

Respectfully submitted,

Melinda Svenson



Robert Calderone, Chair

4/10/19
Date



Kimberly Baer, Co-Chair

4/10/19
Date



Clark Westfall, Member

4-10-19
Date