



**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
SEPTEMBER 9, 2020**

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

MINUTES

Commission reviewed the August 12, 2020 meeting minutes. Mr. Calderone made a motion to approve and Mrs. Baer seconded the motion.

CORRESPONDENCE

- Commission reviewed the expense report ending August 31, 2020. No changes from the previous month; however, Melinda advised the Commission that letterhead had been purchased and the expense will show up next month under the “Printing” account.
- Commission reviewed and signed the Service Supervisor staffing requisition. Pam let the Commission know that this was due to the retirement of Wayne Boggs. Mr. Calderone asked if we had an active list for Service Supervisor and Melinda stated we do not and we will need to test. Pam stated we were going to try and get a test scheduled as soon as we can and asked the commission if we can get together to review the applications for the position prior to the next regularly scheduled CSC meeting. Pam stated she had already reached out to Pat Ramsey (testing company) and she has time available through the end of the month. Pam stated she and Pat Ramsey would touch base again tomorrow to finalize the date. Mrs. Baer asked how many internal candidates were expected to apply. Pam stated she was not sure. Melinda stated she was anticipating enough individuals would apply that would keep the test internal. Mrs. Baer asked if the Service Supervisor job description had been reviewed lately and suggested this be done prior to posting for the position. Pam stated the Service Director and she had looked at it, but they may review again before actually posting. Pam reminded the Commission that the Service Supervisor class spec is “generic” for all three service divisions: Storm Water, Highway, and Parks. Mrs. Baer asked if there was anyone who may want to move from one division to another, and Pam stated there could be. Pam reminded the Commission this had happened before and the Commission had discussed it and decided no test was necessary when someone does a lateral move into another service division because the position encompasses all service divisions. Mrs. Baer asked Melinda if this was one of the exams that had different components. Melinda stated it was. Melinda stated there have been at least two Service Supervisor tests since she was hired and one was external. Mrs. Baer stated we may or may not want to do that kind of testing again. Pam stated the main thing right now is to get the testing moving since Wayne’s retirement is quickly approaching. Mrs. Baer asked when we thought we’d be ready to review applications based on when we planned to post for the position. Pam stated we would be posting September 10, 2020 and could possibly review the applications the week of September 28, 2020. Commission members also stated they could possibly meet during the day. Mrs. Baer stated to wait to see how many applicants there are before finalizing the meeting date and time. Pam confirmed the meeting would be the week of the 28th either on Tuesday, Thursday or Friday.

NEW BUSINESS

- N/A

OLD BUSINESS

- Proposed Civil Service Rule Revision.
 - Mr. Calderone asked if anyone had anything they wanted to add to the discussion from the last meeting.
 - Pam stated she did not, but the Commission had asked for time to consider which is why it was put on the September agenda.
 - Mr. Calderone stated his position on this has not changed since the previous meeting.
 - Pam stated the legislation did pass to create a Diversity & Inclusion Committee. Pam stated it would be headed up by the head of the Rules and Personnel Committee, the HR Manager, and a member of the diversity and inclusion committee. Pam stated up to seven other members could be added.
 - Pam stated the committee's purpose will be to not get to legalistic, but to talk about what the City's opportunities are to broaden our hiring pool and bring people into the fold to look at the practices we currently follow. Pam asked the Commission if they knew anyone who might be a good member of the team.
 - Mrs. Baer mentioned Myra Snipes, the City of Akron Diversity Officer.
 - Pam stated Councilman Yeargin asked Pam about inviting the Civil Service Commission.
 - Mrs. Baer stated she thinks it might be helpful to have a member of the Civil Service Commission at each meeting. Mrs. Baer said the Commission would be interested in attending some of the meetings, especially the ones involving hiring and other Civil Service-related issues.
 - Commission decided to postpone further discussions on this proposed rule change at this time due to the new Diversity & Inclusion Committee legislation being approved through Council.
 - Mr. Calderone stated he would like the Commission to be kept informed on items or issues that arise from the new Diversity & Inclusion Committee.

NEXT MEETING:

The next scheduled Civil Service Commission meeting is October 14, 2020 at 6:00pm. Mr. Westfall stated he will be out of town this day but will plan on connecting via phone.

There will be a special meeting prior to the regular meeting for the Commission to review resumes/letters of interest for the Service Supervisor position.

There being no further business, Mr. Calderone motioned for the meeting to adjourn and Mrs. Baer seconded this motion. The meeting adjourned at 6:24pm.

Respectfully submitted,

Melinda Svenson



 Robert Calderone, Chair

10-14-2020

 Date



 Kimberly Baer, Co-Chair

10-14-2020

 Date

 Clark Westfall, Member

 Date