



**GREEN CIVIL SERVICE COMMISSION  
MEETING MINUTES  
OCTOBER 9, 2024**

Mrs. Kimberly Baer called the meeting to order at 5:59pm and noted that Mr. Robert Calderone was in attendance. Mr. Clark Westfall was not in attendance. Pam Serina and Melinda Svenson from HR were also in attendance along with all three CSC Student Municipal Reps: Travis Huff, Jeffrey Liu, and Maxwell McKee.

**MINUTES**

Commission reviewed the September 11, 2024 meeting minutes. Mr. Calderone made a motion to adopt the minutes and Mrs. Baer seconded the motion. *Melinda to bring these minutes back to the next CSC meeting for Mr. Westfall's signature due to Mrs. Baer not being at the September meeting.*

**CORRESPONDENCE**

- Commission reviewed the expense report ending September 30, 2024. Pam noted some increased spending in the Advertising Account due to both the Fire Medic and Engineering Tech advertising on Indeed in addition to the Fire Medic positions also being promoted on Instagram.
- DocuSign Documents (Commission reviewed the below forms previously signed in DocuSign):
  - Payroll Status Forms
    - Alexandria Brown (Resignation – Fire Medic) – Signed 9/12/2024
    - Mark Carlisle (Termination – Fire Medic) – Signed 10/04/2024
    - Kenneth Ferguson (Resignation – Service Worker II) – Signed 9/26/2024
    - Tyler Marchand (New Hire – Fire Medic) – Signed 9/18/2024
    - Kitrina Windon (New Hire – Highway Secretary) – Signed 9/28/2024

**NEW BUSINESS**

- Review of 24 Engineering Tech applications to qualify for exam scheduled October 16, 2024.
  - Commissions qualified 12 candidates to take the exam. (Five of these candidates are pending the submission of additional documentation. i.e. copy of diploma, driver's license, etc.)
  - Commission did not qualify 12 candidates.
  - Commission requested that Paul Pickett, City Engineer, review three of the unqualified applicants' information to confirm the candidates were not qualified.
  - Commission signed the qualified letters for the candidates.
- Discuss Fire Medic Termination
  - Pam referenced Civil Service Rule 13.1 – Appeal of Disciplinary Action in Excess of Twenty-four (24) scheduled work hours. Pam stated this employee was still in his probationary period and was not able to appeal his termination to the Civil Service Commission.

**OLD BUSINESS**

- City email addresses for Commission
  - Commission members informed Pam Serina they had not heard from Sikich to set these up per an email sent out regarding the setup.
  - *Mrs. Baer explained the email situation to the student municipal reps.*

- Eligibility List/Requisition Status:

<b>Active Eligibility Lists:</b>	<b>Open Requisitions:</b>
Assistant Fire Chief Expires 11/20/2024	Fire Medic (to conduct an exam and create an eligibility list) Signed by CSC: 7/24/2024
Service Worker I Expires 1/02/2025	Account Clerk (to conduct an exam and create an eligibility list) Signed by CSC: 8/14/2024
Service Worker II Expires 1/02/2025	Engineering Tech (to conduct an exam and create an eligibility list) Signed by CSC: 8/28/2024
Secretary Expires 1/31/2025	
Parks & Rec Supervisor Expires 2/12/2025	
Parks & Rec Programmer Expires 7/08/2025	

**NEXT MEETING:**

The next scheduled Civil Service Commission meeting will be November 13, 2024.

There being no further business, Mr. Calderone motioned for the meeting to adjourn, and Mrs. Baer seconded this motion. The meeting adjourned at 6:54pm.

Respectfully submitted,

Melinda Svenson

Not in Attendance

\_\_\_\_\_  
Clark Westfall, Chair

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kimberly Baer, Co-Chair

Nov 13, 2024  
Date

  
\_\_\_\_\_  
Robert Calderone, Member

11-13-2024  
Date