



GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
MARCH 14, 2018

Mr. Bob Calderone called the meeting to order at 6:08pm and noted Ms. Kimberly Baer was present. Also present was Pamela Serina and Melinda Svenson from Human Resources. Mr. Jerry Alessia was not present.

MINUTES

Commission reviewed the February 14, 2018 meeting minutes. Mrs. Baer requested the breakdown of the Lieutenant scoring be reflected in the March minutes. This breakdown is 40% for the written exam and 60% for the assessment center score. Mrs. Baer motioned to approve the minutes and Mr. Calderone seconded the motion.

CORRESPONDENCE

- The Commission reviewed the expense report ending February 28, 2018. Pam reviewed the exams CSC has coming up that will be reflected in upcoming expense reports. Mrs. Baer requested an email from Pam and Melinda highlighting the dates and locations of the civil service exams occurring in the next month.
- Commission reviewed and signed the following payroll status forms:
 - Brian Klinger (promoted to Crew Leader – Parks)
 - Allan Staab (retired SWIII)
 - Nancy McHale (retired SWII)
 - Michael Tompkins (hired SWII)
 - Pam informed commission there would need to be a Service Worker II exam as the current list is expiring and the good candidates from the list have either been hired or are no longer interested in a position. Mr. Calderone stated a test could probably be scheduled prior to the list expiring although the new list could not be established until the old list expires. Mrs. Baer agreed a new list cannot be certified until the current list expires. Mrs. Baer stated she would not want to delay signing a new list too long as candidates would be calling and wondering about their scores, etc.
 - Troy Meredith (transfer to Storm Water)
 - Thomas McGuire (transfer to Parks & Rec)
- Commission reviewed and signed the following staffing requisitions:
 - Service Worker II (to replace N. McHale)
 - Service Worker III (to replace A. Staab and B. Klinger)
 - General Mechanic (to replace T. Meredith)
 - Service Worker II (to replace T. McGuire)
- Commission reviewed the discipline for Josh Chrapowicki (Fire Lieutenant). Mrs. Baer asked who complained and Pam stated Green had a statement from another Lieutenant and the incident involved an individual from another city. Mrs. Baer asked if Josh was taking the Captain's test. Pam responded he is. Mr. Calderone noted the discipline is appealable. Pam

stated the city has a letter from Cuyahoga Falls regarding the incident. Pam did not think Josh would appeal this discipline.

NEW BUSINESS

- Commission reviewed the twenty-four letters of interest received for the Firefighter/Engineer position, noting that eighteen candidates are qualified to take the exam. One candidate, Troy Meredith, was marked qualified pending he submitted proof of trade school completion. (This documentation was provided by the candidate Monday, March 19, 2018.) Five candidates were noted as not being qualified to take the exam due to not having a CDL.
- Mrs. Baer mentioned it might be good to include something the employee would sign off on stating he/she acknowledges they are to get the certifications indicated in the job class spec within a stated period of time.
- Melinda will complete the qualified letters for the candidates and Mr. Calderone will come in and sign the letters.

OLD BUSINESS

- **CSC Rule Changes**
 - Pam advised the Commission that she and Melinda had met and reviewed the changes again and that Melinda had completed a memo outlining the proposed changes that Pam would use when meeting with the Fire Chief and Service Director. (Commission was supplied a copy of this memo.)

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for April 11, 2018 at 6:00pm.

There being no further business, Mr. Calderone motioned for the meeting to adjourn and Mrs. Baer seconded this motion. The meeting adjourned at 7:08pm.

Respectfully submitted,

Melinda Svenson

— *Abstain* —

Gerald Alessia, Chair

Date

Robert H. Calderone

Robert Calderone, Co-Chair

4-11-18

Date

Kimberly Baer, Member

Date