

**GREEN CIVIL SERVICE COMMISSION  
MEETING MINUTES  
MAY 8, 2019**

Mrs. Kymberly Baer called the meeting to order at 6:00pm and noted Mr. Clark Westfall was present. Mr. Robert Calderone was not present. Also present was Pam Serina from Human Resources. Melinda Svenson was not present.

**MINUTES**

Commission reviewed the April 10, 2019 meeting minutes. Mrs. Baer motioned to adopt the minutes and Mr. Westfall seconded the motion.

**CORRESPONDENCE**

- Commission reviewed the expense report ending April 30, 2019. Pam reviewed the monies spent for testing included the Firemedic exam in January, the Secretary exam for Parks and the Income Tax Account Clerk position. Mrs. Baer confirmed the budget does not reflect the cost of the Civil Service revised rule books. Pam confirmed the current budget does not reflect the printing of these books as we have not incurred this cost yet. Pam also informed the Commission that we budgeted for our Ohio Civil Service and Collective Bargaining publication and the price went up by \$24.00 this year so we moved \$24.00 from the printing and binding account. Mrs. Baer asked if the publication was available online. Pam stated she did not believe so. Pam also stated it was our intention to start ordering the publication just every other year as it would not change significantly year to year. Pam also stated we purchased letterhead this year too.

**NEW BUSINESS**

- Discussion of Payroll Clerk
  - Pam reviewed with the Commission that the City initiated a new position of payroll clerk to the AFSCME union in order to get the payroll position paid at a comparable rate to other cities. Pam stated she revised the job description for the position as well due to an outdated job description. Pam informed the Commission the city would need to post for the position under the AFSCME contract. Pam explained the position was originally considered under the "Account Clerk" title and was now being carved out into its own position. Mrs. Baer asked that Pam update the Commission as the process progresses. Pam informed the Commission the city currently has a tentative agreement with the union and once it is ratified, the position can be put through council and then posted. Mrs. Baer asked what would happen to the "Account Clerk" position once the new position is approved. Pam informed the Commission that there were other individuals with title of "Account Clerk" – three in Income Tax and one other employee in Finance.

**OLD BUSINESS**

- Fire Promotion Eligibility Lists

- Civil Service Commission confirmed they received written request from Chief Funai requesting that both the Lieutenant and Captain eligibility lists be extended. (Email from Chief Funai was sent to the Commission April 12, 2019.)
- Service Worker I Eligibility List
  - Commission reviewed and signed a letter to Service Worker I candidate, Zach Wallick, removing him from the eligibility list per the candidate's request. Mrs. Baer asked if this was in response to us certifying the list. Pam stated the city contacted Mr. Wallick and then Pam followed up with an email to the candidate confirming his desire to be removed from the list and asking him to respond back to her email. Mr. Wallick did not respond back. Pam stated she would verify the sequence of events regarding the email with Melinda and if there are discrepancies, she would follow up with the Commission.
- CSC Rule change update
  - Commission discussed Probationary Period section again. Mrs. Baer confirmed with Pam that Mr. Calderone suggested just leaving the language as it is and not adjusting it to match the union contract language. Mrs. Baer felt comfortable leaving the language as is due to the fact the union contract trumps the Civil Service Rules anyway. Mr. Calderone stated we are not trying to match the contract. Mrs. Baer commented that maybe in the future we could add the different probationary periods in the rationale. Mrs. Baer stated Mr. Calderone's opinion on this makes sense and feels it's best to leave the language out.

**NEXT MEETING:**

The next Civil Service Commission meeting is scheduled for June 12, 2019 at 6:00pm.

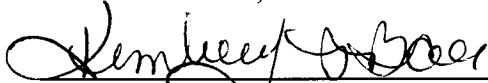
There being no further business, Mr. Westfall motioned for the meeting to adjourn and Mrs. Baer seconded this motion. The meeting adjourned at 6:35pm.

Respectfully submitted,


Melinda Svenson

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Robert Calderone, Chair

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Date

  
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Kimberly Baer, Co-Chair

6-12-19  
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Date

  
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Clark Westfall, Member

6-12-19  
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Date