

**GREEN CIVIL SERVICE COMMISSION  
MEETING MINUTES  
JULY 9, 2025**

Mr. Clark “Chip” Westfall called the meeting to order at 6:00pm and noted that both Mrs. Baer and Mr. Calderone were in attendance. Pam Serina and Melinda Svenson from HR were also in attendance.

**MINUTES**

Commission reviewed the June 11, 2025 meeting minutes. Mrs. Baer made a motion to adopt the minutes, and Mr. Calderone seconded the motion.

**CORRESPONDENCE**

- The Commission reviewed the expense report ending June 30, 2025. Pam informed the Commission there were no changes from the May 31, 2025 report.
- DocuSign Documents (Commission reviewed the below forms previously signed in DocuSign):
  - Payroll Status Forms
    - Brycen Neuhauser (Fire Medic – New Hire) – Signed 7/7/2025

**NEW BUSINESS**

- NA

**OLD BUSINESS**

- Civil Service Rule Review – ON HOLD UNTIL THE AUGUST 2025 MEETING
- Eligibility List/Requisition Status:

<b><u>Active Eligibility Lists:</u></b>	<b><u>Open Requisitions:</u></b>
Fire Medic Eligibility List Expires 10/12/2025	
Engineering Technician Expires 11/1/2025	
Code Inspector Expires 12/30/2025	
Secretary Expires 2/07/2026	
Service Worker I Expires 3/17/2026	
Service Worker II Expires 3/17/2026	
Account Clerk Expires: 4/21/2026	
Fire Lieutenant Expires: 4/21/2026	


**NEXT MEETING:**

The next scheduled Civil Service Commission meeting will be August 13, 2025. Pam will ask Law Director Lisa Carey Dean, Mayor Yeargin, Service Director Valerie Wax Carr and Fire Chief Funai to attend to further discuss the proposed Civil Service rule changes.

There being no further business, Mr. Calderone motioned for the meeting to adjourn, and Mrs. Baer seconded this motion. The meeting adjourned at 6:15pm.

Respectfully submitted,

Melinda Svenson

  
Clark Westfall, Chair

8-13-25  
Date

  
Robert Calderone, Co-Chair

8-13-2025  
Date

  
Kimberly Baer, Member

8-13-2025  
Date