

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
AUGUST 13, 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 July 9, 2025 meeting minutes. Mr. Calderone made a motion to adopt the minutes, and Mrs. Baer seconded the motion.

CORRESPONDENCE

- The Commission reviewed the expense report ending July 31, 2025. Pam informed the Commission there were no changes from the June 30, 2025 report.
- DocuSign Documents (Commission reviewed the below forms previously signed in DocuSign):
 - Payroll Status Forms
 - Keith Geiger (Fire Captain – Retirement) – Signed 8/12/2025
 - Staffing Requisitions
 - Fire Medic (to certify names and hire 1) – Signed 8/04/2025
 - Fire Captain (to hold an examination and create a list) – Signed 8/04/2025
 - Fire Lieutenant (to certify names and promote 1) – Signed 8/12/2025

NEW BUSINESS

- Sarah Haring, Community Development Administrator, gave a brief overview of the Student Municipal Rep program for the Commissioners.

OLD BUSINESS

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

Active Eligibility Lists:	Open Requisitions:
Fire Medic Eligibility List Expires 10/12/2025	Fire Medic (to certify names and hire 1) Signed by CSC 8/04/2025
Engineering Technician Expires 11/1/2025	Fire Captain (to hold an examination and create a list) Signed by CSC 8/04/2025
Code Inspector Expires 12/30/2025	Fire Lieutenant (to certify names and promote 1) Signed by CSC 8/12/2025
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 September 10, 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 6:12pm.

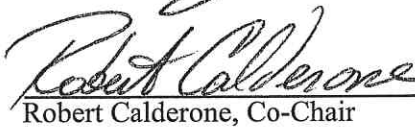
Respectfully submitted,

Melinda Svenson



Clark Westfall, Chair

9-10-25
Date



Robert Calderone, Co-Chair

9-10-25
Date



Kimberly Baer, Member

9-10-2025
Date