

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
NOVEMBER 14, 2018**

Mr. Bob Calderone called the meeting to order at 6:03pm and noted Mrs. Kimberly Baer was present. Mr. Jerry Alessia was not present. Also present were Pam Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the October 10, 2018 meeting minutes. Mrs. Baer motioned to approve the minutes and Mr. Calderone seconded the motion.

CORRESPONDENCE

- Commission reviewed expense report ending October 31, 2018
 - Mr. Calderone asked if there was anything new to report since the prior month. Melinda stated there is nothing new on the report but informed the commission HR plans to run two ads that will impact the advertising monies. One for the Firemedic exam and one for the secretary exam.
- Commission reviewed and signed the following staffing requisitions:
 - Service Worker II (Parks & Rec) – to certify names on current eligibility list
 - Service Worker I (Parks & Rec) – to certify names on current eligibility list
- Commission reviewed and signed the following payroll status forms:
 - Ron Adams (Service Worker II – termination)
 - Pam Howdyshell (Service Secretary transfer)
- Disciplinary form: Ron Adams (termination)
- Commission reviewed letter sent to Service Worker II candidate, Ross Billick, removing him from the eligibility list. (Candidate no longer meets minimum qualifications for position.)

NEW BUSINESS

- Commission discussed Mr. Alessia's resignation from the Commission and Pam showed commission members the letter from Mr. Alessia formally resigning his position along with applications received for the position to date. Pam informed the Commission that we have four applications as of today and reminded the members that this is a council appointment.

OLD BUSINESS

- CSC Rule Changes
 - 6.3 Commission suggested adding a line to include "no longer meets minimum qualifications for the position".
 - 9.17 Commission suggested adding a new section to add the above removal of qualification section to promotional section.

- 9.18 Commission suggested moving the current 9.17 section to 9.18 to allow for the addition of the removal language as the new section 9.17.

Commission changed this section back to the original language due to changing the appendix to not include promotional employees. Original language states "After the examination process has been completed, the Commission shall certify the names of the persons with the top three (3) scores on the examination to the Mayor. *The second sentence of the original language referencing the Mayor promoting an individual within 60 days will still be removed.*

- Melinda confirmed that both the rationale sheet and red-lined rule book will be submitted to law and subsequently council for approval. Melinda asked the commission to review the materials one more time once the above changes have been made to the rules.
- Kim stated the commission could draft a letter to the Rules and Personnel Commission stating CSC welcomes the chance to meet with the Rules and Personnel Commission to address any questions or concerns they may have on the changes.

COMMITTEE RMC

NEXT MEETING:

The next Civil Service Commission meeting has been rescheduled for December 17, 2018 in order to allow both Firemedic applicants and Secretary applicants longer submission times for upcoming exams. Melinda will notify papers of change.

There being no further business, Mr. Calderone motioned for the meeting to adjourn and Mrs. Baer seconded this motion. The meeting adjourned at 6:28pm.

Respectfully submitted,

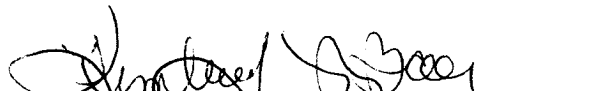
Melinda Svenson

Gerald Alessia, Chair

Date


Robert Calderone, Co-Chair

12-17-18
Date


Kimberly Baer, Member

12-17-18
Date