

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

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

MINUTES

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

CORRESPONDENCE

- The Commission reviewed the expense report ending January 31, 2018. Commission reviewed the Ohio Fire Chief Association proposal for both the Captain and Lieutenant assessments noting we may need additional funds for testing later in the year based on how many additional exams are given. Pam informed the Commission the Ohio Fire Chief's Association had given two options for assessments: 1) a traditional assessment; or 2) a situational assessment which is more abbreviated. Pam stated Chief Funai preferred to stick with the traditional assessment to have a more thorough assessment. Mrs. Baer asked if failing the written assessment eliminated a candidate from taking the assessment. Pam stated this would not be the case and gave the example of a past employee failing the written but being one of the top scorers on the assessment. Pam clarified for the Commission that the Captain assessment would not involve a written assessment like the Lieutenant exam does.
- Commission reviewed and signed the following payroll status forms:
 - Doyle Bohaychuk (lateral transfer to SWIII into Storm water)
 - Wayne Boggs (promoted to Service Supervisor – Parks and Recreation)
 - Jerry Britton (lateral transfer to Service Supervisor – Highway)
- Commission reviewed and signed the staffing requisition for Crew Leader – Parks.
- Commission reviewed the discipline for Nancy McHale (Service Worker II). This was a seven day suspension. Pam explained to the Commission that the seven days was used because of the amount of time the bargaining unit contract will recognize the discipline (30 month) and the fact that a holiday fell within the timeframe of the suspension which per the bargaining contract, would need paid. Pam explained the discipline related to the fact a city garage door had been left open for two days. Pam stated the city did not believe any items were taken from the garage but there was some pipe damage due to the extreme cold during the period the garage was left open. Mrs. Baer asked Pam if she thought Nancy would appeal the discipline. Pam stated she did not think so. Mrs. Baer confirmed the appeal period is within seven days from the receipt of the disciplinary action. Mr. Alessia asked why the employee refused to sign the evaluation. Pam stated Nancy did not give a reason.

NEW BUSINESS

- Commission reviewed the nine letters of interest received for the Fire Lieutenant position, noting that all nine candidates are qualified to take the exam. Pam brought up with the Commission that one of the candidates for Lieutenant currently has physical work restrictions and wanted to insure the Commission was comfortable with him still taking the exam. Mr. Alessia noted the test was not physical and Mrs. Baer stated she did not see why the candidate wouldn't be able to take the test. Melinda asked what would happen if this individual ranked in the top three but was still on restrictive duty. Melinda asked if the city would be able to bump down on the list while the employee was still on medical restrictions. Mrs. Baer asked if the condition was short term or long term and Pam stated the condition is long term. Mrs. Baer stated she would want the Law Director to give her opinion at that time if the situation presented itself. Mrs. Baer stated for now, the candidate should be allowed to take the test and see where things fall in the future.
- Commission reviewed the four letters of interest received for the Fire Captain position, noting that all four candidates are qualified to take the exam.
- Melinda will complete the qualified letters for the candidates and Mr. Alessia will sign the letters.
- Commission reviewed the CSC Report of Activities for Calendar year ending 2017. Mr. Jerry Alessia signed the report and Commission members asked that a copy of the report be sent to both the Mayor and Council.

OLD BUSINESS

- **CSC Rule Changes**
 - Pam advised the Commission that her and Melinda would be going over the changes again on Friday to re-evaluate the rationale and the wording. Pam stated she then plans on meeting with the Fire Chief and Service Director on the changes prior to moving forward.

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for March 14, 2018 at 6:00pm.

There being no further business, Mrs. Baer motioned for the meeting to adjourn and Mr. Alessia seconded this motion. The meeting adjourned atpm.

Respectfully submitted,

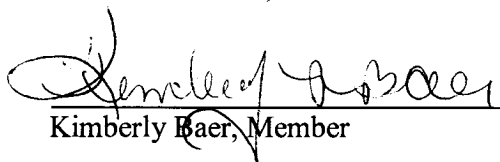
Melinda Svenson

Gerald Alessia, Chair

Date

Not Present
Robert Calderone, Co-Chair

Date


Kimberly Baer, Member

3/14/18
Date