



**GREEN CIVIL SERVICE COMMISSION  
MEETING MINUTES  
SEPTEMBER 13, 2021**

Mrs. Kimberly Baer called the meeting to order at 6:00pm and noted Mr. Clark “Chip” Westfall was present. Mr. Robert Calderone was not present. Pam Serina and Melinda Svenson were also present from Human Resources. (Mayor Neugebauer stopped by the meeting briefly for a quick question to Pam Serina on COVID vaccine mandates.) Mrs. Baer noted this meeting was the rescheduled meeting from Wednesday, September 8, 2021.

**MINUTES**

Commission reviewed the August 11, 2021 meeting minutes. Mr. Westfall made a motion to adopt the minutes and Mrs. Baer seconded the motion.

**CORRESPONDENCE**

- Commission reviewed the expense report ending August 31, 2021. Pam informed the Commission there is a lieutenant exam coming up which is scheduled for December 1 – 3 at the Central Administration Building. Pam was not certain there would be enough money to cover this test based on what is currently in the CSC “Testing” account. Mrs. Baer asked how many candidates would be testing. Pam was not sure on exact numbers. Pam stated we are allowing other fire service besides just Green. Pam clarified this is only “fire” service, not just any service with the city. Pam stated this was IAFF newly negotiated language. The posting will go up this week. Mrs. Baer asked what the role of the commission is when it comes to fire promotions. Mrs. Baer asked Pam to send her the language from the current IAFF contract on promotions. Mrs. Baer asked if we need to go to council and ask for additional monies. Pam stated she will look at the projected costs for the remainder exams and evaluate if more money is actually needed this year. Mrs. Baer asked how many lieutenants we are hoping to hire. Pam stated we need to back fill the position for the employee who just resigned and then we are also anticipating a retirement next year.
- Commission reviewed and signed the following payroll status forms:
  - Thomas Wiles (Fire Lieutenant Resignation)
  - William Oakes (Service Worker III Termination)
    - Mrs. Baer asked if this was appealable. Pam stated it is to the union(AFSCME). Pam stated it was grieved; however, the employee elected later to withdraw the grievance.
- Commission also reviewed the disciplinary form for William Oakes, Service Worker III.

**NEW BUSINESS**

- Talent Inclusion Committee Meeting Update
  - Pam summarized the meeting stating the plan was to present the recommendations to City of Green Council during the September 28, 2021 council meeting. Pam stated the slides had been sent out to all members.
  - Mrs. Baer asked if Mr. Westfall is planning on coming. Mr. Westfall is not sure at this point. Mrs. Baer stated the commission members who are able to attend will be there as a sign of support.
  - Mrs. Baer stated she thought it was important that council have the back up documentation to the slides.

- Commission reviewed and signed the SW I and SW II eligibility lists. Mrs. Baer motioned to adopt the eligibility lists and Mr. Westfall seconded.
- Commission reviewed and signed the following staffing requisitions:
  - Service Worker I (to hire one full-time employee in this position for Parks)
  - Service Worker III (For Commission information only – position will be filled through AFSCME promotion)

### **OLD BUSINESS**

- Update on status of Service Worker I candidate's (Jeffery Cost) DD 214 submission
  - Melinda informed the Commission that the candidate brought his documentation (DD 214) into HR last Friday, September 10<sup>th</sup>.
- Review of DocuSign status for CSC documentation
  - Melinda informed the Commission there is currently a 500 document limit on this and we are waiting to hear if this limit is going to be increased. Will hold off adding forms to DocuSign until this is known.
- Eligibility List/Requisition Status

<b><u>Active Eligibility Lists:</u></b>	<b><u>Open Requisitions:</u></b>
Secretary Expires 3/10/2022	Planner (to test and fill 1 position) Signed June 9, 2021
Service Supervisor Expires 3/10/2022	GIS Administrator (to test and fill 1 position) Signed July 14, 2021
Traffic Control Tech II Expires 5/12/2022	Fire Medic (to test and create an eligibility list) Signed July 14, 2021
Service Worker I Expires 9/13/2022	Fire Lieutenant (to test and create an eligibility list) Signed July 14, 2021
Service Worker II Expires 9/13/2022	Service Worker I (to fill one full-time position) Signed September 13, 2021

### **NEXT MEETING:**

The next scheduled Civil Service Commission meeting is October 13, 2021.

There being no further business, Mrs. Baer motioned for the meeting to adjourn and Mr. Westfall seconded this motion. The meeting adjourned at 5:18pm.

Respectfully submitted,

Melinda Svenson

  
Kimberly Baer, Chair

  
Clark Westfall, Co-Chair

(ABSENT)   
Robert Calderone, Member

Oct 13, 2021  
Date

10-13-21  
Date

10-13-21  
Date