

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
APRIL 10, 2019**

Mr. Bob Calderone called the meeting to order at 6:00pm and noted Mr. Clark Westfall and Mrs. Kimberly Baer were present. Also present were Pam Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the March 13, 2019 meeting minutes. Mrs. Baer motioned to adopt the minutes and Mr. Calderone seconded the motion.

CORRESPONDENCE

- Commission reviewed the expense report ending March 31, 2019. Pam stated there were no changes to the report from prior months. Pam reminded the commission we will be spending money when we print the new rule books.
- Commission reviewed and signed the following payroll status change forms:
 - Devon Halvorson (Service Worker III) – Promotion
 - Billy Oakes (Service Worker III) – Promotion
 - David Plum (Account Clerk) – New Hire

NEW BUSINESS

- Fire Promotion Eligibility Lists
 - Pam stated to the Commission that it was Chief Funai's desire to extend both the Captain and Lieutenant eligibility lists by six months. Mrs. Baer asked for the dates they were due to expire. Pam stated one is May 8 and the other is May 11. Mrs. Baer clarified the extension will take the lists to November. Mr. Calderone stated he did not have a problem with that. Mrs. Baer requested that Pam get the request from Chief Funai in writing in order to have a paper trail. Mr. Westfall motioned to approve the extension of both lists pending the formal request from the Chief and Mr. Calderone seconded the motion. Mr. Westfall asked if there was a particular reason for the requested extensions. Pam stated this is due to the new fire station and the fact we know of at least one upcoming retirement. Mrs. Baer asked if we had promoted from the Captain list and if it still had three names on it. Pam stated we had promoted from the list and it currently has two names. Mrs. Baer asked how many were hired from the lieutenant list and Pam stated two. Mrs. Baer clarified there were still seven candidates left on the lieutenant list. Mrs. Baer confirmed the chief was comfortable going forward with only two on the captain list. Pam asked what the alternative would be. Mrs. Baer stated the alternative would be to retest. Mrs. Baer stated it was more cost effective to the city to extend the lists if the chief was satisfied with the two names remaining on the captain list.

OLD BUSINESS

- Fire medic Eligibility List

- Pam gave an update on the fire medic candidate discussed at previous CSC meetings. Pam stated the city had received additional information pertaining to the applicant and it is the city's decision to keep the candidate on the eligibility list. Mrs. Baer asked if the additional documentation was clear as to whether the candidate retired or resigned from her position in Akron. Pam stated it was clearly a retirement and that retirement letter was posted online. Mrs. Baer confirmed there was not going to be a request to remove the candidate from the eligibility list and Pam stated this was correct.
- Commission reviewed and signed a letter to Fire Medic candidate, Cody Conley, removing him from the eligibility list per the candidate's request. Mr. Westfall asked if the candidate gave any specifics as to why he wanted off the list. Pam stated the candidate has another job at Solon. Mrs. Baer asked where the candidate ranked. Melinda stated he was ranked number three on the City of Green's list.
- Service Worker II (Parks) Requisition
 - Pam informed the commission we have not hired for the requested position yet and requested the commission extend the requisition by 60 days. Pam informed the Commission there are a number of candidates scheduled to interview for this position. Mr. Westfall motioned to extend the requisition by 60 days and Mrs. Baer seconded the motion.
- Service Worker II (Storm Water) Requisition
 - Pam informed the commission it is the city's desire not to hire for this position at this time. Pam stated we will most likely be reposting this position at a later date. Mrs. Baer asked if we hired anyone from the requisition. Pam stated we did not. Mrs. Baer asked the reasoning for not extending the list. Pam told the Commission one person bid on the position and everyone would like this person to have the job, but he is still in his probationary period and cannot technically bid for the job at this time per the bargaining unit contract. Pam stated this individual tested for and was hired as a Service Worker I and subsequently obtained his CDL. Mrs. Baer asked if there was any potential harm to any other classified employee. Pam confirmed there is not. Pam stated we only have one other Service Worker I employee, Dave France, and he is not going to bid for a full-time job. Mr. Westfall asked when the current list was going to expire. Pam stated it was due to expire in July. Commission stated no action was necessary and the requisition would just be left to expire.
- CSC Rule change update
 - Melinda informed the Commission she was obtaining a quote from Integrity Printing to have the new rules printed.
 - Mrs. Baer stated she would like to see the amended dates on the inside of the rule book vs. on the front cover.
 - Commission members agreed to keep the seal on the cover and to keep the size of the seal similar to the previous rule book.
 - Commission agreed on a white book with dark green letters.
 - Melinda confirmed that the next step is to get the books printed and distributed to the employees either via paper or electronically. Melinda stated our current plan is to get 150 copies. Mrs. Baer stated a paper copy should be given to the department heads and then make sure all classified employees get either an electronic or paper copy, especially the non-bargaining, classified employees because they don't have any other protection.
 - Pam asked the Commission if based on the new rules being approved by council if we would go back and break ties on current eligibility lists. The Commission stated they would not change existing lists because these lists were scored and ranked under the old rules. Commission stated any newly created list would follow the new rules and ties would be broken by SSN.

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for May 8, 2019 at 6:00pm.

There being no further business, Mr. Westfall motioned for the meeting to adjourn and Mr. Calderone seconded this motion. The meeting adjourned at 6:39pm.

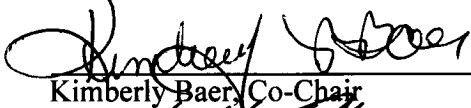
Respectfully submitted,

Melinda Svenson



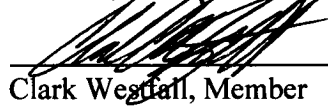
Robert Calderone, Chair

6-12-19
Date



Kimberly Baer, Co-Chair

6-12-19
Date



Clark Westfall, Member

6-12-19
Date