



**GREEN CIVIL SERVICE COMMISSION  
MEETING MINUTES  
MAY 14, 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 April 9, 2025 meeting minutes. Mrs. Baer made a motion to adopt the minutes and Mr. Calderone seconded the motion.

**CORRESPONDENCE**

- The Commission reviewed the expense report ending April 30, 2025. Pam informed the Commission that the Testing Account began at \$10,000 this year and additional appropriations were requested and received to pay for the Lieutenant promotional exam that costs over \$15,000. Pam stated other expenses from the Testing account were the Secretary exam and Service Worker I and II exams along with the Account Clerk exam.
- DocuSign Documents (Commission reviewed the below forms previously signed in DocuSign):
  - Payroll Status Forms
    - Amanda Bryner (Recreation Programmer) – Signed 4/30/2025
    - Johanna Gooding (Parks Secretary Resignation) – Signed 5/07/2025
    - Aisha Jones (Highway Secretary – New Hire) – Signed 4/21/2025
    - Matthew Micozzi (Fire Lieutenant Resignation) – Signed 5/14/2025
    - Raymond Stauffer (Highway Service Worker II New Hire) – Signed 4/30/2025
  - Staffing Requisitions
    - Fire Lieutenant (to certify names and hire 1) – Signed 4/24/2025
    - Fire Medic (to certify names and hire 1) – Signed 4/24/2025
    - Secretary - Parks (to certify names and hire 1) – Signed 5/07/2025
  - Eligibility Lists
    - Account Clerk – Signed 4/21/2025
    - Fire Lieutenant – Signed 4/21/2025

**NEW BUSINESS**

- Commission reviewed the disciplinary action of a Service Worker III employee who backed a paver into a vendor’s vehicle, damaging the fender of the vendor’s vehicle.

**OLD BUSINESS**

- Civil Service Rule Review (continued from the March 2025 meeting)
  - Rule 1, Section 1.3 Nondiscrimination - Mr. Westfall and Mr. Calderone would like the “gender identity” and “sexual orientation” language left out of this proposed rule change and do not feel it is necessary based on the Supreme Court’s ruling in 2020 which states “sex” covers gender identity and sexual orientation. Mrs. Baer agreed.
  - Rule 4, Section 4.2 Applications - Commission is ok with the proposed language
  - Rule 4, Section 4.6, Accommodations for Disabilities – Commission is ok with the proposed language.

- Rule 5, Section 5.1 Examination Composition – Commission proposed the section begins with “Entrance exams shall be practical and impartial...”, focusing on the exam composition. Commission feels the proposed language mandates that the Commission seek the department director’s input. The Commission proposes the last sentence of this section should state that the Civil Service Commission may seek the Department Director’s input”.
- Rule 5, Section 5.5 Examination Scoring – Mr. Calderone felt the original language worked but offered some suggestions of language to use that requires the administration to provide notification and justification to the Commission when the 70% scoring will not be used and suggested a timeline of a minimum of seven days after the test results are provided to the applicable director.
- Rule 5, Section 5.6 Bonus Points Adjustment – Commission suggested for section a) to define seasonal as “seasonal employees as defined by the City of Green class specification”.
- Rule 5, Section 5.8 Examination Appeal Periods – Commission is ok with the proposed language.
- Rule 5, Section 5.10 Objections to Exam and/or Score – Commission is ok with the proposed language.
- Rule 6, Section 6.1 List and Duration of Eligible Candidates – Commission is ok with the proposed language.
- Rule 6.3 Eligibility List Removal – Commission requested the following edits to this rule:
  - Change the first sentence to read: “Candidates may be removed from the eligibility list by the Civil Service Commission for the following...”
  - Change letter “k” to read, “having documented poor performance and/or poor attendance with the City of Green”.
- Rule 8, Section 8.2 Failure to Respond – Mrs. Baer stated she is ok with this language; however, she wants the language to clarify that name removal is done by the Civil Service Commission.
- Rule 9, Section 9.4 Three or More Eligible Employees – Commission proposed modifying the change to remove “with the department director’s input” from the first sentence and add a sentence at the end of the paragraph that states “Eligibility will be based upon input from the Department Director, class specification, job requirements, and documented performance indicators.”
- Rule 9, Section 9.5 Less Than Five Eligible Employees – The Commission would like to see the same proposed language on what eligibility is based on from Rule 9.4. Commission also proposes that the section that starts with “The Mayor shall have...” to be moved to a separate paragraph.
- Rule 9, Section 9.6 Promotional Exam Composition – Commission proposes the same language from Section 5.1 should be used in 9.6 with the exception of using the word “promotional” vs. “entrance”.
- Rule 9, Section 9.11 Examination Appeal Period – Commission is ok with the proposed language.
- Rule 9, Section 9.12 Examination Scoring – Commission will continue discussion on both this section and Section 5.5 at the June meeting.
- Rule 9, Section 9.14 Objections to Exam and/or Score – Commission is ok with the proposed language.
- Rule 9, Section 9.15 Promotional Eligibility List – Commission is ok with the proposed language.
- Rule 9, Section 9.17 Eligibility List Removal – Commission is ok with the proposed language with the addition of the below language to the first sentence:
  - Change the first sentence to read: “Candidates may be removed from the eligibility list by the Civil Service Commission for the following...”
- Rule 9, Section 9.18 Certification and Posting of Eligibility List – Commission is ok with the proposed language.
- Rule 12, Section 12.1 Cause for Discipline/Suspension/Termination – Commission is ok with the proposed language.
- Appendix – Commission will discuss the proposed changes for the appendix at the June meeting.
- Eligibility List/Requisition Status:
  - Commission signed two letters addressed to Engineering Tech candidates who the city has been unable to reach to schedule an interview. Candidates will be removed from the eligibility list if they do not respond by May 30, 2025.

<b>Active Eligibility Lists:</b>	<b>Open Requisitions:</b>
Parks & Rec Prog. Expires 7/08/2025	Engineering Tech (to certify names and hire one) Signed by CSC: 11/14/2024 extended to 6/14/2025
Fire Medic Eligibility List Expires 10/12/2025	Fire Medic (to certify names and hire one) Signed by CSC: 4/24/2025
Engineering Technician Expires 11/1/2025	
Code Inspector Expires 12/30/2025	
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 June 11, 2025. Start time will be 5:00pm. Melinda to advertise time change to public.

There being no further business, Mr. Calderone motioned for the meeting to adjourn, and Mrs. Baer seconded this motion. The meeting adjourned at 7:23pm.

Respectfully submitted,

Melinda Svenson



Clark Westfall, Chair

6-11-25  
Date



Robert Calderone, Co-Chair

6-11-2025  
Date



Kimberly Baer, Member

6-11-2025  
Date