



**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
FEBRUARY 12, 2020**

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

MINUTES

Commission reviewed the January 8, 2020 meeting minutes. Mrs. Baer made a motion to approve and Mr. Calderone seconded the motion.

CORRESPONDENCE

- Commission reviewed the expense report ending January 31, 2020. Melinda informed the Commission we have not spent any monies out of these funds year to date. Mr. Westfall asked if the funds requested for 2020 were standard for the Commission from past years and the Mrs. Baer and Mr. Calderone confirmed this to be true. Pam stated there should be no reason to ask for additional funds in 2020 based on the staffing needs we knew of as the end of 2019.
- Commission discussed and extended the following staffing requisition:
 - Fire Medic for eight openings
 - Pam informed the Commission that seven candidates are in the final stages of being processed for appointment. Pam stated three have finished completely and four are in the final steps. Pam stated all information on the initial seven should be in by the week of February 17, 2020. Pam informed the Commission there was one candidate who is lagging behind due to being an alternate to an original candidate who did not make it through the initial testing phase.
 - Commission agreed to extend this requisition until April 15, 2020. Mr. Calderone made a motion to extend this requisition and Mrs. Baer seconded the motion. Requisition was initially signed by the Commission November 25, 2019. Pursuant to CSC Rule 7.1, Commission can extend the requisition past the initial 60 days. The Fire Medic requisition will now expire April 15, 2020.
- Commission reviewed the following staffing requisition:
 - Traffic Control Tech II for two openings.
 - Commission reviewed the requisition and Mr. Calderone signed the requisition, checking the box for “Commission Reviewed/No Action Required”. (Position is an AFSCME position which is anticipated to be filled from the bargaining unit.)
- Commission reviewed and signed the following Payroll Status Forms:
 - Nicholas Thompson, Service Worker II (New Hire – Storm Water)
 - Michael Props, Service Worker II (New Hire – Storm Water)

NEW BUSINESS

- N/A

OLD BUSINESS

- Letter to Service Worker II candidate, Logan Sapper. (Candidate who has been unable to be reached to schedule an interview.)
 - Melinda informed the commission that although the certified letter was signed for, Logan Sapper never reached out to Human Resources regarding his status and/or continuing interest in the position. Per the letter sent to the candidate, the Commission will be formally removing his name from the current Service Worker II eligibility list.
 - Pursuant to CSC Rule 6.3, Eligibility List Removal, Mrs. Baer made a motion to remove Logan Sapper's name from the current Service Worker II eligibility list and Mr. Calderone seconded the motion.

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for March 11, 2020 at 6:00pm.

There being no further business, Mrs. Baer motioned for the meeting to adjourn and Mr. Calderone seconded this motion. The meeting adjourned at 6:17pm.

Respectfully submitted,

Melinda Svenson



Robert Calderone, Chair

3-11-20

Date

Kimberly Baer, Co-Chair


Clark Westfall, Member

Date
3-11-2020

Date