

**OLON CIVIL SERVICE COMMISSION**  
**Wednesday, March 31, 2021 – 5:30 p.m.**  
**Meeting Held Via Zoom**

Chairman Kennedy opened the meeting with the **ROLL CALL**

**Present:** Commission Members Gross, Kennedy and Secretary Perry

**Absent:** Commission Member Adelman

**Also Present:** Director of Human Resources, Yolanda Guzman and Director of Recreation, Rich Parker

Director Guzman introduced herself to the Commission stating she wants to partner with the Commission and do what she can to be of value to them. The Commission welcomed her to the City.

**GRANTWOOD GOLF COURSE**

**Composition Revision**

Director Parker presented to the Commission a proposal revising the codified ordinance detailing the employee composition of Grantwood Golf Course. He explained the proposal recommends removing the Manager position and replacing it with a second Department Supervisor as well as removing one of the two Assistant Golf positions. He believes this change creates a more efficient structure. The Commission thanked him for his presentation and noted they would be making the corrective changes to the Rules and Regulations with regards to Classified Employees in Grantwood. They noted the timeliness of the re-structure as they are currently in the process of updating the Rules and Regulations.

**Grantwood Grounds Maintenance – Non-Compete**

Director Parker addressed the Commission about the hiring of Brian Williams, Sr. for the position of Grounds Maintenance. This position was filled by Nick Treat this time last year who was promoted to Supervisor following the retirement of Dave Peck. The position was posted and five applications were received. He reached out to all five applicants with a questionnaire detailing what was expected with the position and only two of the applicants responded. One had landscaping experience and Brian had golf course experience. He most recently was working at Beechmont Country Club after leaving Glen Eagles for more hours. The hiring committee was made up of Stephanie Koval, Nick Treat and himself.

Motion by Commission Member Gross, second by Commission Member Kennedy to approve the hiring of Brian Williams, Sr. for the position of Grounds Maintenance at Grantwood Golf Course.

Roll Call:                   Aye:                   Gross, Kennedy  
                                  Nay:                   None                   The Motion Carried

**APPROVAL OF MINUTES**

Motion by Commission Member Gross, second by Commission Member Kennedy to approve the minutes of March 17, 2021 as prepared and presented by Secretary Perry.

Roll Call:                   Aye:                   Gross, Kennedy  
                                  Nay:                   None                   The Motion Carried

**CERTIFICATION OF PAYROLL**

Motion by Commission Member Gross, second by Commission Member Kennedy to approve the Payroll Registry for the pay date March 26, 2021 as prepared and submitted by the Payroll Department.

Roll Call:                   Aye:                   Gross, Kennedy  
                                  Nay:                   None                   The Motion Carried

Director Guzman questioned the Approval of Payroll process by the Commission. The Commission noted their signature was more of a certification than approval since the payroll is already processed and distributed to the employees before the Commission receives the registry. Director Guzman said she would discuss the matter with the Finance Director for clarity. The Secretary said she would change the item on the agenda from Approval of Payroll to Certification of Payroll until further notice.

**PAYROLL CHANGE/RATE SHEETS**

Motion by Commission Member Kennedy, second by Commission Member Gross to approve the Payroll Change/Rate Sheet for the period. (3)

Roll Call:           Aye:           Gross, Kennedy  
                  Nay:           None                           The Motion Carried

Director Guzman noted the Payroll Change/Rate Sheets were on her agenda for change. In addition she will be asking the Director's to include supporting documentation when submitting the forms.

**CORRESPONDENCE**

Memo dated March 18, 2021 from Chief Tonelli to Employee #85 regarding Departmental Charges. No action was taken by the Commission.

Memo dated March 26, 2021 from Chief Tonelli to Employee #6997 regarding Departmental Charges. No action was taken by the Commission.

**CHANGES TO RULES AND REGULATIONS**

Commission Member Kennedy noted she will be distributing the worked up copy to the Commission within the week. She noted that there would be zero ordinance changes and for that reason it could be approved by the Commission once it has been distributed to the Mayor, Council and Department heads for review/input.

**ADJOURNMENT**

There being no further business to conduct, Commission Member Gross moved to adjourn the meeting at 6:35 p.m. Commission Member Kennedy seconded the motion.

Roll Call:           Aye:           Gross, Kennedy  
                  Nay:           None                           The Motion Carried

\_\_\_\_\_  
\_\_\_\_\_

Prepared and Submitted by \_\_\_\_\_