

A special meeting of the Municipal Civil Service Commission convened on Wednesday, March 18, 2020 at 12:00 p.m. Grady Pettigrew, Stefanie Coe and Delena Edwards were in attendance.

PLEASE NOTE: These minutes are summarized and are not actual statements made by each presenter in the meeting.

GRADY PETTIGREW: This may be an unusual thing for us, but we are actually going to convene a meeting of the Columbus, Ohio Municipal Civil Service Commission by telephone, and we will start with the appearances of the parties on the meeting, or phone call. So who do we have on the phone?

PRESENT AT MEETING:

Grady Pettigrew
Delena Edwards
Stefanie Coe
Tammy Rollins

Amy Delong
Wendy Brinnon
Jaasiel Rubeck

GRADY PETTIGREW: We have a limited agenda for today. Amy, would you tell us how you want to enter that item, or what was in the email that you wanted as the agenda item for today?

AMY DELONG: Absolutely. Because of the COVID critical nature of the situation that we are currently in, we are anticipating a Mayor's emergency announcement being made. As a result of that, we are looking to extend our eligible lists, and if I could have Tammy go into those details with you, it would be greatly appreciated.

TAMMY ROLLINS: Yes, this is a request to extend the eligible lists for 26 classifications that are due to expire up through the summer period. This request is in light of the current COVID-19 situation, and a preparation by staff, and an understanding that testing activities may need to be slowed. This request today is to ensure that we have eligible lists available for departmental consideration, should their staffing needs suggest that they need to appoint from these eligible lists. It is requested that these eligible lists be extended until December 31, 2020, if not replaced sooner.

	Exam #	Eligible List Name	Eligible List #	Original Effective Date	Original Expiration Date	Proposed Expiration Date*	# On List
1	18-0438-C1	311 Service Representative I	EL-0438	4/9/2018	4/8/2020	12/31/2020	184
2	18-1002-C1	Right-of-Way/Traffic Investigator	EL-1002	4/9/2018	4/8/2020	12/31/2020	22
3	18-1233-C1	Fiscal Assistant II	EL-1233	4/16/2018	4/15/2020	12/31/2020	43
4	18-1151-C1	Security Manager	EL-1151	4/20/2018	4/19/2020	12/31/2020	37
5	18-0660-C1	Income Tax Auditor I	EL-0660	4/25/2018	4/24/2020	12/31/2020	17
6	18-3587-C1	Power Distribution Load Trainee	EL-3587	4/30/2018	4/29/2020	12/31/2020	12
7	18-1350-C1	Automotive Parts Keeper	EL-1350	5/1/2018	4/30/2020	12/31/2020	14
8	18-3567-C1	Power Line Worker II	EL-3567	5/2/2018	5/1/2020	12/31/2020	2
9	18-3772-C1	Parks Maintenance Supervisor	EL-3772	5/31/2018	5/30/2020	12/31/2020	17
10	18-1615-C1	Medical Assistant	EL-1615	6/12/2018	6/11/2020	12/31/2020	8
11	18-0436-M1	Customer Service Supervisor - PROMOTIONAL	EL-0436M	6/15/2018	6/14/2020	12/31/2020	4
12	18-1743-Q1	Health Education Program Planner	EL-1743	6/22/2018	6/21/2020	12/31/2020	23
13	18-3799-C2	Plant Maintenance Electrician I	EL-3799	6/22/2018	6/21/2020	12/31/2020	3
14	18-0783-C1	Purchasing Expediter	EL-0783	6/25/2018	6/24/2020	12/31/2020	29
15	18-3872-C1	Operator in Training	EL-3872	7/6/2018	7/5/2020	12/31/2020	85

16	18-0434-C1	Customer Service Representative I	EL-0434	7/9/2018	7/8/2020	12/31/2020	237
17	18-3497-C1	Building Maintenance Manager	EL-3497	7/16/2018	7/15/2020	12/31/2020	31
18	18-3761-C1	Tree Trimmer Supervisor	EL-3761	7/19/2018	7/18/2020	12/31/2020	4
19	18-1296-M1	Cashier II	EL-1296M	7/25/2018	7/24/2020	12/31/2020	4
20	18-3457-C1	Automotive Mechanic Supervisor II	EL-3457	7/25/2018	7/24/2020	12/31/2020	11
21	18-3616-C1	Lamp Servicer	EL-3616	7/25/2018	7/24/2020	12/31/2020	13
22	18-1232-C1	Fiscal Assistant I	EL-1232	8/14/2018	8/13/2020	12/31/2020	65
23	18-1866-C1	Solid Waste Investigator	EL-1866	8/15/2018	8/14/2020	12/31/2020	12
24	18-1789-C1	Property Maintenance Inspection Trainee	EL-1789	9/10/2018	9/9/2020	12/31/2020	104
25	18-3426-C1	Crane Operator	EL-3426	9/18/2018	9/17/2020	12/31/2020	5
26	18-3669-C1	Electronic System Technician Supervisor	EL-3669	9/25/2018	9/24/2020	12/31/2020	11

GRADY PETTIGREW: Stefanie, I need a motion.

STEFANIE COE: Sure I'll make a motion, but can I just clarify? So, if you are able to do testing sooner than that and create a new list, then the new list will be in place, but this will allow you to have time to do that, and this list will maintain until December 31, 2020 if you are unable to make a new one before then. Is that right?

TAMMY ROLLINS: That's correct.

STEFANIE COE: Okay, I move to support the staff's recommendations.

DELENA EDWARDS: I second.

GRADY PETTIGREW: All in favor, say "aye".

COMMISSION MEMBERS: "Aye"

GRADY PETTIGREW: So its unanimous, is that correct?

DELENA EDWARDS: Yes.

GRADY PETTIGREW: Ok. Amy, is there anything else you need from us today?

AMY DELONG: There is nothing I need from you. This was really in order to do a practice run for our Monday meeting. Our Monday meeting will be operated just like any other meeting other than you being here, and that's to keep everyone safe and healthy. So we will extend this meeting on Monday – our regularly scheduled meeting- on March 30th in the same fashion. We wanted to make sure we did this because we have some lists coming up, and we wanted to have a good practice run for our longer meeting to make sure we had these capabilities and that we were able to continue to do this.

GRADY PETTIGREW: We are going to actually convene our regular Monthly Meeting on Monday by telephone, and that's because of the COVID-19 situation, and the recommendations and/or orders from the Governor, and governmental authorities that we stay separated and also this is in an effort to keep people safe.

AMY DELONG: That's our hope, yes.

GRADY PETTIGREW: Alright, I'm sorry, someone else was speaking for clarification.

STEFANIE COE: Can I just clarify, we are still talking about the 30th and not this coming Monday, right?

AMY DELONG: Exactly.

GRADY PETTIGREW: I'm sorry, the 30th. Yes. Yes, the 30th.

STEFANIE COE: And it's back to 12:30 instead of earlier in the morning?

GRADY PETTIGREW: 12:30, because the Trial Board has been continued, because we need witnesses. So it will be at the regular time, 12:30. We will be following the printed agenda which was emailed out as the meeting book, so we will be following that agenda, and it will be at 12:30 on the 30th.

DELENA EDWARDS: Will there be a new access code generated?

WENDY BRINNON: Yes, Delena. We have already sent out an email that contains the information to dial in for that meeting, and also the agenda, with all of the agenda items attached in the PDF. That should be in your email right now.

DELENA EDWARDS: Alright, I will double check that.

GRADY PETTIGREW: Alright, the other thing is that when entering the call, we call to the number, then there's the password, then they ask for your ID or identification. Do we need that third item?

JAASIEL RUBECK: You do not need that third item. You can just press pound (#) to skip over that. That's only if you are actually using the Webex system, but since we are just calling in, you won't need that.

GRADY PETTIGREW: Okay. Around the horn, anything before we are adjourned?

MEETING ATTENDEES: No.

GRADY PETTIGREW: Alright then, we are adjourned and we will reconvene on Monday, the 30th. Thank you very much.

The Commissioners adjourned the special meeting at 12:16 p.m.

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Grady L. Pettigrew, Jr., President

Date