

**MUNICIPAL CIVIL SERVICE COMMISSION
MEETING MINUTES**

TUESDAY, October 15, 2013



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MINUTES**

**REGULAR MEETING
TUESDAY, October 15, 2013**

The Municipal Civil Service Commission convened its regular meeting on Tuesday, October 15, 2013, 505 Barton Springs in Austin, Texas.

Commissioner Lancaster called the Commission Meeting to order at 4:04 p.m.

Commission Members in Attendance:

**Pamela Lancaster
Teresa Perez-Wiseley
Lynn Rubinett
Kevin Russell**

Staff in Attendance:

Mark Washington, HR Director
Karen Sharp, HR Assistant Director
Joya Hayes, HR Assistant Director
Jeff Burton, HR Employee Relations Manager
Dianna Robles, HR Quality Assurance Manager
Rebecca Kennedy, Municipal Civil Service Administrator
Pamela Wade, Municipal Civil Service Coordinator
Laverne Parker, Labor Relations Coordinator
Beverly West, Attorney
Christina Willingham, HR Quality Assurance
Tom Stribling, Ombudsperson

1. APPROVAL OF MINUTES

- a. The minutes from the meeting of September 17, 2013 were approved on Board Member Perez-Wiseley motion, Board Member Russell second on a 3-0 vote. Board Member Lancaster abstained because she was not present at the September 17, 2013 meeting.

2. New Business

- a. Discussion and possible action regarding election of Vice Chair
The motion to postpone this item to November 19, 2013 was approved on Commissioner Lancaster motion; Commissioner Perez-Wiseley second on a 3-1 vote. Commissioner Russell voted no.

3. CITIZEN COMMUNICATION: GENERAL

- a. Carol Guthrie, Assistant Business Manager with the American Federation of State, County, and Municipal Employees (AFSCME) addressed the Commission. Ms. Guthrie's comments were regarding majority voting.

- b. Caitlin Brown with American Federation of State, County, and Municipal Employees (AFSCME) addressed the Commission. Ms. Brown addressed the commission regarding majority voting.

4. STAFF BRIEFINGS:

- a. Presentation and discussion regarding the status of Municipal Civil Service Rules development. **A presentation regarding an overview of the hiring standards, as well as discussion on the appeals process was presented by Mark Washington, HR Director and Dianna Robles, HR Quality Assurance Manager.**

5. FUTURE AGENDA ITEMS/NEXT MEETING:

- o **Next Meeting is Tuesday, November 19, 2013 at 4:00 p.m.**
- o **The motion to have a Special Called Meeting on December 3, 2013 for the purpose of Rule review was approved on Commissioner Rubinett motion, Commissioner Perez-Wiseley second on a 4 – 0 vote.**
- o **Include on the next agenda an item for discussion that addresses the issues raised by AFSCME representatives concerning a majority vote to take action when only a quorum of the Commission is present.**
- o **Include on the next agenda a presentation by AFSCME on the Municipal Civil Service Rules. (Sponsor: Commissioner Perez-Wiseley; Co-Sponsor Commissioner Lancaster.)**

Commissioner Lancaster adjourned the meeting at 5:35 p.m. without objection.