

**MUNICIPAL CIVIL SERVICE COMMISSION
MEETING MINUTES**

TUESDAY, January 7, 2014



**MUNICIPAL CIVIL SERVICE COMMISSION
MINUTES**

**SPECIAL CALLED MEETING
TUESDAY, JANUARY 7, 2014**

The Municipal Civil Service Commission convened in a special called meeting on Tuesday, January 7, 2014 at the Street-Jones Building located at 1000 East 11th Street, in Austin, Texas.

Chair Kovach called the Commission meeting to order at 5:05 p.m.

Commissioners in Attendance:

Kimberlee Kovach, Chair
Teresa Perez-Wiseley, Vice-Chair
Pamela Lancaster
Lynn Rubinett
Kevin Russell

Staff in Attendance:

Mark Washington, HR Director
Karen Sharp, HR Assistant Director
Barry Cook, Civil Service Administrator
Pamela Wade, Municipal Civil Service Coordinator
Alondra Johnson, Municipal Civil Service Coordinator
Michael Cronig, Attorney
Beverly West, Attorney

1. CITIZEN COMMUNICATION

- a. Jason Hadavi, Chief of Investigations at the City of Austin Auditor's Office, spoke on the City Auditor's Office procedures throughout investigations as they relate to employees' right to representation and the role of representatives.

2. OLD BUSINESS

- a. A special meeting of the Municipal Civil Service Commission was called for January 22, 2014 and February 6, 2014 on Commissioner Lancaster's motion, Commissioner Perez-Wiseley's second on a 5-0 vote.
- b. A special meeting of the Municipal Civil Service Commission was called for April 16, 2014, and the regular meeting scheduled for April 15, 2014, was cancelled on Commissioner Rubinette's motion, Commissioner Russell's second on a 5-0 vote.
- c. A special meeting of the Municipal Civil Service Commission was called for February 25, 2014 at 4:00 p.m. on Commissioner Lancaster's motion, Commissioner Perez-Wiseley's second on a 5-0 vote.

3. NEW BUSINESS

- a. NONE

4. STAFF BRIEFINGS

- a. Presentation and discussion regarding the recommended Municipal Civil Service Rules.
 - i. **Presentations were made by:**
Mark Washington, HR Director
Karen Sharp, HR Assistant Director
Jeff Burton, Employee Relations Manager
Beverly West, Law Department
 - ii. Staff was directed to develop a definition for the term “rebuttal”, to be added to ”Rule 1 – Definitions” section of the recommended Municipal Civil Service Rules on Commissioner Russell’s motion, Commissioner Lancaster’s second on a 5-0 vote.
- b. Presentation and discussion regarding the Municipal Civil Service Rules by the American Federation of State, County, and Municipal Employees (AFSCME).
 - i. **A Presentation was made by: Carol Guthrie**

5. FUTURE AGENDA ITEMS/NEXT MEETING

- a. Include on the next agenda an item to continue presentation and discussion regarding the recommended Municipal Civil Service Rules.
- b. Include on the next agenda an item for the approval of the Municipal Civil Service Commission Meeting Minutes of December 17, 2013 and January 7, 2014 meetings.
- c. Include on the next agenda an item for discussion and possible action regarding Municipal Civil Service Commission meeting schedule for 2014.
- d. Include on the agendas for January 21, 2014 and January 22, 2014 an item for discussion and possible action regarding Rules 1, 2, 3, 6, and 7 of the recommended Municipal Civil Service Rules on Commissioner Lancaster’s motion, Commissioner Rubinett’s second on a 5-0 vote.

6. ADJOURN

Chair Kovach adjourned the meeting at 6:50 p.m. on Commissioner Russell’s motion, Commissioner Perez-Wiseley’s second on a 5-0 vote.

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