



**MUNICIPAL CIVIL SERVICE COMMISSION
MINUTES**

**SPECIAL CALLED MEETING
TUESDAY, DECEMBER 3, 2013**

The Municipal Civil Service Commission convened in a special meeting on Tuesday, December 3, 2013 at One Texas Center – 3rd Floor, 505 Barton Springs, in Austin, Texas.

Chair Kovach called the Commission meeting to order at 4:10 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

None

2. OLD BUSINESS

- a. Discussion regarding Commissioners' vote to take action when only a quorum of the Commission is in attendance will continue to be addressed during the recommended Rules discussions.

3. NEW BUSINESS

None

4. STAFF BRIEFINGS

- a. Presentation and discussion regarding the recommended Municipal Civil Service Rules.
 - a. **Presentations were made by:**
 - Mark Washington, HR Director
 - Karen Sharp, HR Assistant Director
 - Dianna Robles, HR Quality Assurance Manager
 - Jeff Burton, Employee Relations Manager
 - b. A motion to postpone the presentation and discussion regarding the Municipal Civil Service Rules by the American Federation of State, County, and Municipal Employees (AFSCME) to the meeting on December 17, 2013, was made by Commissioner Rubinett and second by Commissioner Perez-Wiseley; the motion passed 5 - 0.

5. FUTURE AGENDA ITEMS/NEXT MEETING

- o Include on the next agenda an item to continue presentation and discussion regarding the recommended Municipal Civil Service Rules.
- o Include on the next agenda an item to continue the presentation and discussion regarding the Municipal Civil Service Rules by the American Federation of State, County, and Municipal Employees (AFSCME).
- o Include on the next agenda an item for discussion and possible action regarding Municipal Civil Service Commission meeting schedule for 2014.

6. ADJOURN

Chair Kovach adjourned the meeting at 6:59 p.m. without objection.

