



**MUNICIPAL CIVIL SERVICE COMMISSION  
MINUTES**

**REGULAR MEETING  
Monday, October 24, 2016**

The Municipal Civil Service Commission convened in a regularly scheduled meeting on Monday, October 24, 2016 at the Waller Creek Building located at 625 East 10<sup>th</sup> Street, Room 104, in Austin, Texas.

**Chair Lancaster called the Commission meeting to order at 9:02 a.m.**

**Commissioners in Attendance:**

Pamela Lancaster, Chair  
Teresa Perez-Wiseley, Vice-Chair  
Lottie A. Dailey  
Michael Murphy  
Melissa Rogers

**Staff in Attendance:**

Joya Hayes, Human Resource Director and Municipal Civil Service Director  
Deven Desai, Interim Assistant Director, Human Resources Department  
Rod Crain, Talent Acquisition Manager, Human Resource Department  
Sylba Everett, Municipal Civil Service Administrator  
Matthew Chustz, Municipal Civil Service Coordinator  
April Shaw, Municipal Civil Service Coordinator  
Ngoc Thai, Network Administrator

**1. CITIZENS COMMUNICATION: GENERAL**

None.

**2. APPROVAL OF MINUTES**

**The minutes of the September 16, 2016 regular meeting were approved with the following amendments on Vice-Chair Perez-Wiseley's motion, Commissioner Dailey's second on a 5-0 vote. The amendments were: correct Vice-Chair Perez-Wiseley's last name in item 5, paragraph 3 and 4.**

**3. STAFF BRIEFING**

- a. Briefing on status of policy updates including the Criminal Background Investigation (CBI) process.**

**Joya Hayes & Rod Crain provided a briefing on the CBI process.**

- b. Briefing on access to documents prior to hearing.**

**Deven Desai provided a briefing on the request from the Commission to receive documents prior to hearings.**

c. Discussion regarding the July 11, 2016 appeal hearing decision.

**Discussion was held regarding the July 11, 2016 appeal hearing decision. The Commission went into closed session pursuant to 551.074 of the Texas Government Code (personnel exception) based on Chair Lancaster's motion, Commissioner Dailey's second on a 5 – 0 vote. Those members voting aye were: Chair Lancaster, Vice Chair Perez-Wiseley, Commissioner Murphy, Commissioner Rogers, and Commissioner Dailey.**

d. Discussion regarding the City of Austin eCareer System.

**Discussion was held regarding the City of Austin eCareer System and the timestamp discrepancy. Rod Crain addressed the commission regarding this item.**

a. Discussion and possible action to review the Municipal Civil Service Rules and provide input to the Municipal Civil Service Director.

**Discussion was held regarding review the Municipal Civil Service Rules.**

b. Discussion regarding the April 25, 2016 appeal hearing decision related to awarding back pay.

**Discussion was held regarding the April 25, 2016 appeal hearing decision related to awarding back pay. Carol Guthrie of AFSCME addressed the Commission regarding this item.**

e. Discussion regarding ineligible appeals.

**Discussion was held regarding the ineligible appeals. Carol Guthrie of AFSCME addressed the Commission regarding this item.**

f. Discussion regarding witness testimony.

**Discussion was held regarding witness testimony during appeal hearings.**

g. Discussion and possible action on scheduling meetings for calendar year 2017.

**Discussion was held regarding scheduling meetings for calendar year 2017. The following 2017 meeting dates were approved upon Chair Lancaster's motion, Vice-Chair Perez-Wiseley's Second, on a 5 – 0 vote. Those members voting aye were: Chair Lancaster, Vice Chair Perez-Wiseley, Commissioner Murphy, Commissioner Rogers, and Commissioner Dailey.**

**The 2017 Commission Schedule is below:**

**Monday, January 23, 2017  
Friday, January 27, 2017  
Monday, February 13, 2017  
Friday, February 17, 2017  
Monday, March 20, 2017  
Friday, March 24, 2017  
Monday, April 24, 2017  
Friday, April 28, 2017  
Friday, May 19, 2017  
Monday, May 22, 2017**

**Monday, June 26, 2017  
Monday, July 24, 2017  
Monday, August 21, 2017  
Monday, September 25, 2017  
Friday, September 29, 2017  
Monday, October 23, 2017  
Friday, October 27, 2017  
Friday, November 17, 2017  
Monday, December 11, 2017**

**5. OLD BUSINESS**

- a. Discussion and possible action on appeal hearing proceedings and process.

**No Discussion was held regarding appeal hearing proceedings and process.**

- b. Discussion and possible action on future meeting dates, times, and locations.

**Discussion was held regarding future meeting dates, times, and locations.**

**6. FUTURE AGENDA ITEMS**

**No items were added to future agenda items.**

**ADJOURNMENT**

**Chair Lancaster adjourned the meeting at 2:10 p.m. on Chair Lancaster's motion, Vice-Chair Perez-Wiseley's second, on a 5-0 vote.**