



**MUNICIPAL CIVIL SERVICE COMMISSION  
MINUTES**

**REGULAR MEETING  
Monday, September 23, 2019**

The Municipal Civil Service Commission convened in a regularly scheduled meeting on Monday, September 23, 2019 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 9:11 a.m.**

**Commissioners in Attendance:**

Pamela Lancaster, Chair  
Melissa Rogers, Vice-Chair  
Rebecca Eisenbrey

**Commissioners Absent:**

Lottie A. Dailey  
Teresa Perez-Wiseley

**Staff in Attendance:**

April Shaw, Municipal Civil Service Coordinator  
Matthew Chutz, Municipal Civil Service Coordinator  
Ngoc Thai, IT Network Administrator, Sr.

**1. CITIZENS COMMUNICATION: GENERAL**

**None.**

**2. APPROVAL OF MINUTES**

- a. Approve the minutes from the Municipal Civil Service Commission regular meetings on September 9, 2019.

**The minutes from the September 9, 2019 regular meeting were approved on Chair Lancaster's motion, Vice-Chair Rogers' second on a 3-0 vote.**

**3. HEARING**

- a. Conduct a hearing on the appeal filed by Gary Ellis regarding their Discharge from the Watershed Protection Department.

**The hearing was conducted on the appeal filed by Gary Ellis regarding their Discharge from the Watershed Protection Department.**

- b. Deliberate in open session or closed session, pursuant to 551.074 of the Texas Government Code (personnel exception), on the appeal filed by Gary Ellis regarding their Discharge from the Watershed Protection Department.

**Chair Lancaster recessed the Municipal Civil Service Commission meeting to go into closed session at 3:15 p.m.**

**The Commission deliberated in closed session on the appeal filed by Gary Ellis regarding their Discharge from the Watershed Protection Department.**

**Closed session ended and Chair Lancaster called the Municipal Civil Service Commission meeting back to order at 4:50 p.m.**

- c. Possible action and decision on the appeal filed by Gary Ellis regarding their Discharge from the Watershed Protection Department.

**The motion to grant Gary Ellis' appeal; rescind the Discharge; issue Mr. Ellis lesser Disciplinary Actions of Demotion and Disciplinary Probation for a period of one year from the date of reinstatement; and to not award any back pay or lost benefits lost as a result of the Discharge; was approved on Vice-Chair Rogers' motion, Chair Lancaster's second, on a vote of 3-0.**

#### 4. NEW BUSINESS

- a. Discussion regarding the ineligible appeal brought forward by Carol Guthrie during Citizens Communication at the September 9, 2019 Municipal Civil Service Commission Meeting.

**Discussion was held regarding the ineligible appeal brought forward by Carol Guthrie during Citizens Communication at the September 9, 2019 Municipal Civil Service Commission Meeting. Carol Guthrie addressed the Commission regarding this item. The Commission requested this item be placed on a future agenda. The Commission requested this item be posted with the ability to go into Executive Session to receive legal counsel on this item.**

#### 5. OLD BUSINESS

- a. Discussion and possible action on establishing an investigation process for the Municipal Civil Service Commission.

**This item was postponed.**

- b. Discussion and possible action regarding the initiation of a Municipal Civil Service Commission investigation into Public Works Department hiring processes.

**This items was postponed.**

- c. Discussion regarding potential edits to the Municipal Civil Service Rules.

**Discussion was held regarding potential edits to the Municipal Civil Service Rules. The Commission requested this item be placed the next meeting agenda.**

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

**Discussion was held regarding future meetings dates, times, and locations. The motion to change the meeting time to 9:30 a.m. for only the Municipal Civil Service Commission meetings held at 5202 E. Ben White was approved on Chair Lancaster's motion, Vice-Chair Rogers' second on a vote of 3-0.**

**The Commission added October 25, 2019 as a meeting date, but only to accommodate the reschedule of Augustin Cancino's Demotion and Disciplinary Probation appeal. The Commission added December 13, 2019 as a Special Called Meeting.**

## **6. EXECUTIVE SESSION**

- a. Discuss legal issues related to item 5.a., discussion and possible action on establishing an investigation process for the Municipal Civil Service Commission. (Private consultation with legal counsel – Section 551.071 of the Government Code).

**This item was postponed.**

- b. Discuss legal issues related to item 5.b., discussion and possible action regarding the initiation of a Municipal Civil Service Commission investigation into Public Works Department hiring processes. (Private consultation with legal counsel – Section 551.071 of the Government Code).

**This item was postponed.**

## **7. FUTURE AGENDA ITEMS**

**The Commission requested items 4.a., 5.a., 5.b., 6.a., and 6.b. be placed on a future agenda. The Commission requested a corresponding Executive Session agenda item to receive legal counsel on item 4a.**

## **ADJOURNMENT**

**Chair Lancaster adjourned the meeting at 5:15 p.m.**