



MUNICIPAL CIVIL SERVICE COMMISSION  
MINUTES

SPECIAL CALLED MEETING  
TUESDAY, JULY 16, 2013

The Municipal Civil Service Commission convened in a special called meeting on Tuesday, July 16, 2013, 505 Barton Springs in Austin, Texas.

Chair Kovach called the Board Meeting to order at 5:42 p.m.

**Board Members in Attendance:**

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

**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

**1. NEW BUSINESS**

- a. Discussion and possible action regarding the Commission's regular meeting schedule.  
**The motion to postpone this item to August 20, 2013 was approved on Board Member Russell's motion, Board Member Perez-Wiseley's second, on a 5 – 0 vote.**

**2. CITIZEN COMMUNICATION: GENERAL**

- a. None

**3. STAFF BRIEFINGS:**

- a. Presentation and Orientation from the City's Law Department, Human Resources Department, City Clerk's Office, Ethics Office, Public Information Office regarding an overview of the City of Austin, Municipal Civil Service implementation, Commission Meetings, Roles and Responsibilities, Policies and Procedures, and the Public Information process.

**Presentations were made by:**

**Lee Crawford, Division Chief, Law Department**  
**Beverly West, Attorney Senior, Law Department**  
**Mark Washington, Human Resources Director, Human Resources Department**  
**Jeff Burton, Employee Relations Manager, Human Resources Department**

**Myrna Rios, Support Services Supervisor, City Clerk's Office  
Sabine Romero, Attorney Senior, Law Department  
Reyne Telles, Media Relations Manager, Communications and Public Information Office**

**4. FUTURE AGENDA ITEMS/NEXT MEETING:**

- **Next Meeting is Tuesday, August 20, 2013 at 4:00 p.m.**
- **The Commission determined a follow-up item should be brought forward regarding questions and discussion based on the presentations given during the July 16, 2013 meeting.**

**Chair Kovach adjourned the meeting at 8:06 p.m. without objection.**

**DRAFT**