



MUNICIPAL CIVIL SERVICE COMMISSION
MINUTES

SPECIAL CALLED MEETING
TUESDAY, August 20, 2013

The Municipal Civil Service Commission convened in a special called meeting on Tuesday, August 20, 2013, 505 Barton Springs in Austin, Texas.

Chair Kovach called the Commission Meeting to order at 4:05 p.m.

Commission 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
Beverly West, Attorney

1. APPROVAL OF MINUTES

- a. **The minutes from the meeting of July 16, 2013 were approved on Board Member Perez-Wiseley's motion, Board Member Russell's second on a 5-0 vote.**

2. NEW BUSINESS

- a. Discussion and possible action regarding the Commission's regular meeting schedule. **The motion recommending the Municipal Civil Service Commission meetings to occur the 3rd Tuesday of every month beginning at 4:00 p.m. was approved on Board Member Lancaster's motion, Board Member Perez-Wiseley's second, on a 5-0 vote.**
- b. Discussion and possible action regarding adoption of the Bylaws of the Commission. **The substitute motion to bring back discussion and possible action regarding a grievance or appeals committee to include in the Bylaws was approved on Board Member Rubinett's motion, Board Member Perez-Wiseley's second, on a 5-0 vote.**

3. CITIZEN COMMUNICATION: GENERAL

- a. None

4. STAFF BRIEFINGS:

- a. Follow-up discussion to address questions by the Commission related to the staff presentations at the July 16, 2013 meeting, including: (1) the City Charter, Article IX related to the Municipal Civil Service Commission; (2) media requests; and (3) records retention.

Presentations were made by:

**Beverly West, Attorney Senior, Law Department
Karen Sharp, HR Assistant Director
Rebecca Kennedy, Municipal Civil Service Administrator**

- b. Presentation and discussion regarding the status of Municipal Civil Service Rules development.

Presentations were made by:

**Mark Washington, Human Resources Director
Dianna Robles, HR Quality Assurance Manager**

- c. Presentation and discussion on Robert's Rules of Order.

Presentations were made by:

Beverly West, Attorney Senior, Law Department

5. FUTURE AGENDA ITEMS/NEXT MEETING:

- Next Meeting is Tuesday, September 17, 2013 at 4:00 p.m.
- Bring back for discussion and possible action the adoption of the Bylaws of the Commission.
- Bring for discussion and possible action language to support the inclusion of a grievance or appeals committee in the Bylaws.
- Bring back for discussion a Rules update to include a timeframe moving forward.

Chair Kovach adjourned the meeting at 6:03 p.m. on Board Member Lancaster's motion, Board Member Perez-Wiseley's second, on a 5-0 vote.