



**MUNICIPAL CIVIL SERVICE COMMISSION
MINUTES**

**REGULAR MEETING
TUESDAY, September 17, 2013**

The Municipal Civil Service Commission convened its regular meeting on Tuesday, September 17, 2013, 505 Barton Springs in Austin, Texas.

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

Commission Members in Attendance:

Kimberlee Kovach, Chair
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
Christina Willingham, HR Quality Assurance

1. APPROVAL OF MINUTES

- a. The minutes from the meeting of August 20, 2013 were approved on Board Member Russell's motion, Board Member Perez-Wiseley's second on a 4-0 vote.

2. OLD BUSINESS

- a. Discussion and possible action regarding adoption of the Bylaws of the Commission
During discussion regarding an added Appeals Hearing Committee to the Bylaws, a motion to remove language pertaining to forming an Appeals Hearing Committee was approved on Board Member Rubinett's motion, Board Member Perez-Wiseley's second, on a 4-0 vote.

The main motion to adopt the Bylaws was approved on Board Member Russell's motion, Board Member Perez-Wiseley's second on a 4-0 vote.

3. New Business

- a. No new business.

4. CITIZEN COMMUNICATION: GENERAL

- a. Carol Guthrie, Assistant Business Manager with the American Federation of State, County, and Municipal Employees (AFSCME) addressed the Board. Ms. Guthrie stated she does not agree with limiting the number of subpoenas that can be requested as part of the Appeals process under the new Municipal Civil Service rules, and is not in favor of the creation of a separate Appeals Hearing Committee.

5. STAFF BRIEFINGS:

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

A presentation regarding the Appeals process that will be included in the new Municipal Civil Service Rules was made by:

Mark Washington, Human Resources Director

Jeff Burton, Human Resources Employee Relations Manager

Beverly West, Senior Attorney, Law Department

6. FUTURE AGENDA ITEMS/NEXT MEETING:

- **Next Meeting is Tuesday, October 15, 2013 at 4:00 p.m.**
- **Bring back for discussion the status of the Municipal Civil Service Rules and development.**

Chair Kovach adjourned the meeting at 5:51 p.m. without objection.