



**MUNICIPAL CIVIL SERVICE COMMISSION  
MINUTES**

**REGULAR MEETING  
Tuesday, July 15, 2014**

The Municipal Civil Service Commission convened in a regular meeting on Tuesday, July 15, 2014 at the Waller Creek Building located at 625 East 10<sup>th</sup> Street, Room 104, in Austin, Texas.

**Chair Kovach called the Commission meeting to order at 4:03 p.m.**

**Commissioners in Attendance:**

Kimberlee Kovach, Chair  
Pamela Lancaster  
Lynn Rubinett  
Kevin Russell

**Staff in Attendance:**

Mark Washington, HR Director  
Karen Sharp, HR Assistant Director  
Rebecca Kennedy, Municipal Civil Service Administrator  
Alondra Johnson, Municipal Civil Service Coordinator  
Pamela Wade, Municipal Civil Service Coordinator  
Beverly West, Attorney  
Michael Cronig, Attorney

**1. CITIZENS COMMUNICATION: GENERAL**

- a. NONE

**2. APPROVAL OF MINUTES**

- a. The minutes of the July 1, 2014 special called meeting were approved on Commissioner Lancaster's motion, Commissioner Russell's second on a 3-0 vote. Commissioner Rubinett abstained due to not being present at the July 1, 2014 special called meeting.

**3. STAFF BRIEFING**

- a. Staff briefing regarding "Rule 7 – Appeals to the Commission" of the Municipal Civil Service Rules.
  - i. **Presentations were made by:**
    - Mark Washington, Director, Human Resources Department
    - Michael Cronig, Attorney, Law Department
    - Rebecca Kennedy, Municipal Civil Service Administrator, Human Resources Department
    - Beverly West, Attorney, Law Department

**4. OLD BUSINESS**

- a. Discussion and possible action on scheduling hearings and future meetings.
  - i. **Presentations were made by:**  
Rebecca Kennedy, Municipal Civil Service Administrator, Human Resources Department  
Mark Washington, Director, Human Resources Department
  - ii. **There was a motion by Commissioner Russell, seconded by Commissioner Rubinett to set special called meetings of the Municipal Civil Service Commission for August 25, 2014 and September 22, 2014 and to set the regular meetings of the Municipal Civil Service Commission for the second and fourth Mondays of the month beginning in October 2014 and ending in December 2014.**

The substitute motion to replace all previously scheduled meetings of the Municipal Civil Service Commission with the August 25, 2014 and September 22, 2014 special called meetings and regular meetings on the second and fourth Mondays of the month beginning in October 2014 and ending in December 2014 was approved on Commissioner Russell's motion, Commissioner Rubinett's second on a 4-0 vote.

**5. FUTURE AGENDA ITEMS**

- a. NONE

**6. ADJOURNMENT**

Chair Kovach adjourned the meeting at 5:20 p.m. on Commissioner Russell's motion, Commissioner Rubinett's second, on a 4-0 vote.