

**MUNICIPAL CIVIL SERVICE COMMISSION  
MEETING MINUTES**

**Monday, August 25, 2014**



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MINUTES**

**SPECIAL CALLED MEETING  
Monday, August 25, 2014**

The Municipal Civil Service Commission convened in a special called meeting on Monday, August 25, 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 9:07 a.m.**

**Commissioners in Attendance:**

Kimberlee Kovach, Chair  
Teresa Perez-Wiseley, Vice-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  
Pamela Wade, Municipal Civil Service Coordinator  
Leslie Tello, Interim 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 15, 2014 regular meeting were approved on Commissioner Russell's motion, Commissioner Lancaster's second on a 4-0 vote. Vice-Chair Perez-Wiseley was off the dais.

**3. NEW BUSINESS**

- a. Discussion and possible action on scheduling additional hearings and future meetings for 2014.
  - i. **Presentation was made by:**  
Rebecca Kennedy, Municipal Civil Service Administrator, Human Resources Department

- ii. **The motion to set regular meetings of the Municipal Civil Service Commission for 2015 for the second and fourth Mondays of the month was approved on Commissioner Russell's motion, Commissioner Lancaster's second on a 4-0 vote. Vice-Chair Perez-Wiseley was off the dais.**
  - iii. **The motion to hold Special-Called Municipal Civil Service Commission meetings on September 29, 2014, October 20, 2014, November 16, 2014, and December 15, 2014 and cancel the Regular Municipal Civil Service Commission meeting on December 22, 2014 was approved on Commissioner Rubinett's motion, Commissioner Lancaster's second on a 5-0 vote.**
- b. Discussion and possible action to approve a recommendation to Council that the Municipal Civil Service Commissioners be paid compensation for their services.
- i. **There was a motion by Commissioner Lancaster, seconded by Commissioner Rubinett to provide a recommendation to Council to request compensation for commissioner appearance and service at hearings, not including any other meeting at which an employee appeal is not heard.**

**The substitute motion to provide a recommendation to Council to request compensation for commissioner appearance and service at hearings, not including any other meeting at which an employee appeal is not heard, and authorizing Chair Kovach and Commissioner Lancaster to draft a letter to be attached to the recommendation to Council was approved on Commissioner Lancaster's motion, Commissioner Rubinett's second on a 5-0 vote.**

- c. Commission discussion on hearing proceedings and process.
- i. **Discussion was held on hearing proceedings and process.**

## **5. FUTURE AGENDA ITEMS**

- a. **Include on the next agenda an item to debrief the first hearing proceeding and process.**
- b. **Include on the next agenda an item to discuss an update on the request for Council to approve a recommendation regarding compensation for the Municipal Civil Service Commissioners.**

## **6. ADJOURNMENT**

**Chair Kovach adjourned the meeting at 10:46 a.m. on Vice-Chair Perez-Wiseley's motion, Commissioner Lancaster's second, on a 5-0 vote.**