



**MUNICIPAL CIVIL SERVICE COMMISSION  
MINUTES**

**SPECIAL CALLED MEETING  
Tuesday, May 6, 2014**

The Municipal Civil Service Commission convened in a special called meeting on Tuesday, May 6, 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 4:02 p.m.**

**Commissioners in Attendance:**

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

**Staff in Attendance:**

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

**1. CITIZENS COMMUNICATION: GENERAL**

- a. NONE

**2. APPROVAL OF MINUTES**

- a. The minutes of the April 30, 2014, Municipal Civil Service Commission special called meeting were approved on Vice Chair Perez-Wiseley's motion, Commissioner Rubinett's second on a 5-0 vote.

**3. STAFF BRIEFING**

- a. Staff briefing regarding Municipal Civil Service Rule development process.
  - i. **Presentations were made by:**  
Karen Sharp, Assistant Director, Human Resources Department  
Dianna Robles, Manager, HR Quality Assurance

**4. OLD BUSINESS**

- a. Discussion and possible action regarding modifications to the Recommended Municipal Civil Service Rules.

- i. Item Specific Citizen's Communication**
  - a. Carol Guthrie, American Federation of State, County, and Municipal Employees (AFSCME), spoke on the Hiring, Promotions, and Lateral Transfers section of the Recommended Municipal Civil Service Rules.
  - b. Caitlin Brown, American Federation of State, County, and Municipal Employees (AFSCME), spoke on the Definitions and Employee Representation sections of the Recommended Municipal Civil Service Rules.
- ii. The motion to recommend the Municipal Civil Service Rules to the Austin City Council was approved on Vice Chair Perez-Wiseley's motion, Commissioner Rubinett's second on a 5-0 vote.**
- b. Discussion and possible action regarding recommending Municipal Civil Service Rules to the Austin City Council.
  - i. The motion to direct Staff to work to have an item placed on the Austin City Council Agenda for consideration of the Recommended Municipal Civil Service Rules was approved on Vice Chair Perez-Wiseley's motion, Commissioner Lancaster's second on a 5-0 vote.**
    - a. **Friendly Amendment Accepted**  
The motion was approved with the following friendly amendment on motion by Chair Kovach, seconded by Vice Chair Perez-Wiseley on a 5-0 vote. The friendly amendment from Chair Kovach was to direct Staff to work to have an item placed specifically on the June 12, 2014 Austin City Council Agenda, or the first available City Council meeting thereafter, for consideration of the Recommended Municipal Civil Service Rules. This was accepted by the maker of the motion, Vice Chair Perez-Wiseley, who also seconded the motion.

**5. FUTURE AGENDA ITEMS**

- a. The motion to cancel the May 20, 2014 Municipal Civil Service Commission regular meeting was approved on Vice Chair Perez-Wiseley's motion, Commissioner Russell's second on a 5-0 vote.
  - i. Friendly Amendment Accepted**  
The motion was approved with the following friendly amendment on motion by Commissioner Russell, seconded by Vice Chair Perez-Wiseley on a 5-0 vote. The friendly amendment from Commissioner Russell was to also cancel the June 3, 2014 Municipal Civil Service Commission special called meeting. This was accepted by the maker of the motion, Vice Chair Perez-Wiseley, who also seconded the motion.

**6. ADJOURNMENT**

Chair Kovach adjourned the meeting at 5:48 p.m. on Commissioner Russell's motion, Vice Chair Perez-Wiseley's second, on a 5-0 vote.