

**MUNICIPAL CIVIL SERVICE COMMISSION
MEETING MINUTES**

Monday, July 13, 2015



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MINUTES**

**REGULAR MEETING
Monday, July 13, 2015**

The Municipal Civil Service Commission convened in a regularly scheduled meeting on Monday, July 13, 2015 at the Waller Creek Building located at 625 East 10th Street, Room 104, in Austin, Texas.

Chair Lancaster called the Commission meeting to order at 9:08 a.m.

Commissioners in Attendance:

Pamela Lancaster, Chair
Teresa Perez-Wiseley, Vice-Chair
Lottie Dailey
Michael Murphy
Lynn Rubinett

Staff in Attendance:

Rebecca Kennedy, Acting HR Assistant Director
Sylba Everett, Acting Municipal Civil Service Administrator
Vera Labriola, Municipal Civil Service Coordinator
Ngoc Thai, Network Administrator

1. CITIZENS COMMUNICATION: GENERAL

None

2. APPROVAL OF MINUTES

The minutes of the June 22, 2015, regular meeting were approved on Vice-Chair Perez Wiseley's motion, Commissioner Dailey's second on a 5-0 vote.

3. STAFF BRIEFINGS

- a. Staff briefing on current appeals and process for ineligible appeals filed with the Municipal Civil Service Office.

Presentation was made by: Sylba Everett, Acting Municipal Civil Service Administrator, Human Resources Department

- b. Staff briefing on submitting items through the Council Committee Agenda Item Request process.

Presentation was made by: Sylba Everett, Acting Municipal Civil Service Administrator, Human Resources Department

4. OLD BUSINESS

- a. Discussion and possible action regarding independent legal counsel for the Municipal Civil Service Commission during appeal hearings.

Discussion was held on the recommendation regarding independent legal counsel for the Municipal Civil Service Commission.

The commissioners directed staff to take the necessary steps to submit a Council Committee Agenda Item Request Form to add an item regarding continuing independent legal counsel for the Municipal Civil Service Commission to a Committee of the City Council for discussion.

The motion to request funding for independent legal counsel at each appeal hearing and up to five hours of general legal advice per month for Fiscal Year 2016 was approved on Commissioner Rubinett's motion, Commissioner Murphy's second, on a 5-0 vote.

- b. Discussion and possible action to provide input to the Municipal Civil Service Director on potential Municipal Civil Service Rule amendments.

Discussion was held on the potential amendments to the Municipal Civil Service Rules. Commissioners requested that a work session regarding potential Municipal Civil Service Rule amendments be conducted during the regular meeting on October 12, 2015 and that no hearing be scheduled for this date.

- c. Discussion and possible action on the recommendation regarding compensation for the Municipal Civil Service Commissioners.

Discussion was held on the recommendation regarding compensation for the Commissioners. The motion to take the necessary steps to place the request for compensation on a Council Committee agenda was approved on Chair Lancaster's motion, Commissioner Murphy's second, on a 5-0 vote.

- d. Discussion and possible action on appeal hearing proceedings and process.

Discussion was held on hearing proceedings and process.

- e. Discussion and possible action on future meeting dates, times and locations.

Discussion was held on future meeting dates and locations. Commissioners directed staff to cancel future meetings, after consulting with the Chair, should a scheduled appeal be withdrawn.

5. FUTURE AGENDA ITEMS

None

ADJOURNMENT

Chair Lancaster adjourned the meeting at 10:12 a.m. on Commissioner Rubinett's motion, Vice-Chair Perez-Wiseley's second, on a 5-0 vote.