

**MUNICIPAL CIVIL SERVICE COMMISSION
MEETING MINUTES**

Monday, February 8, 2016



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MINUTES**

**REGULAR MEETING
Monday, February 8, 2016**

The Municipal Civil Service Commission convened in a regularly scheduled meeting on Monday, February 8, 2016 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 9:06 a.m.

Commissioners in Attendance:

Pamela Lancaster, Chair
Teresa Perez-Wiseley, Vice-Chair
Lottie A. Dailey
Michael Murphy

Staff in Attendance:

Rebecca Kennedy, Acting HR Director
Sylba Everett, 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 January 25, 2016, regular meeting were approved on Vice-Chair Perez-Wiseley's motion, Chair Lancaster's second on a 4-0 vote.

3. STAFF BRIFING

- a. Presentation on hiring process and procedure.

Presentation was made by:

Rod Crain, Talent Acquisition Manager, Human Resources Department

- b. Presentation on the disciplinary process and procedure.

Presentation was made by:

Wendy Riggins, Acting Employee Relations Manager, Human Resources Department

- c. Presentation on commissioner recruitment and appointment.

Presentation was made by:

Sylba Everett, Municipal Civil Service Administrator, Human Resources Department

4. OLD BUSINESS

- a. Discussion and possible action to review the Municipal Civil Service Rules and provide input to the Municipal Civil Service Director.

Carol Guthrie, American Federation of State, County, and Municipal Employees (AFSCME), spoke on review of the Municipal Civil Service Rules.

Discussion was held on review of the Municipal Civil Service Rules and input to the Municipal Civil Service Director.

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

Discussion was held regarding independent legal counsel for the Municipal Civil Service Commission during appeal hearings. The Commission agreed to remove this item from future agendas as Council approved independent legal counsel for the Commission on February 4, 2016.

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

Discussion was held regarding compensation for the Municipal Civil Service Commissioners.

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

Discussion was held on appeal hearing proceedings and process.

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

Discussion was held on future meeting dates, times and locations.

5. FUTURE AGENDA ITEMS

None

ADJOURNMENT

Chair Lancaster adjourned the meeting at 12:45 p.m. on Chair Lancaster's motion, Vice-Chair Perez-Wiseley's second, on a 4-0 vote.