

**MUNICIPAL CIVIL SERVICE COMMISSION
MEETING MINUTES**

Friday, June 29, 2018



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MINUTES**

**REGULAR MEETING
Friday, June 29, 2018**

The Municipal Civil Service Commission convened in a regularly scheduled meeting on Friday, June 29, 2018 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 9:01 a.m.

Commissioners in Attendance:

Pamela Lancaster, Chair
Teresa Perez-Wiseley, Vice-Chair
Lottie A. Dailey
Melissa Rogers

Commissioners Absent:

Michael Murphy

Staff in Attendance:

Monika Arvelo, Assistant Director
Sylba Everett, Municipal Civil Service Administrator
April Shaw, Municipal Civil Service Coordinator
Matthew Chustz, Municipal Civil Service Coordinator
Ngoc Thai, IT Systems Administrator, Sr.

1. CITIZENS COMMUNICATION: GENERAL

None.

2. APPROVAL OF MINUTES

None.

3. STAFF BRIEFING

- a. Staff briefing from the Human Resources Department and Law Department regarding City Policies and Procedures, the Municipal Civil Service Rules, Texas Open Meetings Act, Parliamentary Procedure, Roberts Rules of Order, Political Activity, and Ethics and Conflicts of Interest.

Sylba Everett, Municipal Civil Service Administrator, and Heather Lockhart, Assistant City Attorney III, presented a briefing to the Commission regarding City Policies and Procedures, the Municipal Civil Service Rules, Texas Open Meetings Act, Parliamentary Procedure, Roberts Rules of Order, Political Activity, and Ethics and Conflicts of Interest.

4. NEW BUSINESS

- a. Discussion and possible action regarding election of a Vice-Chair.

The appointment of Commissioner Perez-Wiseley as Vice-Chair of the Municipal Civil Service Commission was approved on Commissioner Dailey's motion, Chair Lancaster's second on a 4-0 vote.

- b. Discussion and possible action regarding the Annual Internal Review of the Municipal Civil Service Commission.

Discussion was held on the Annual Internal Review of the Municipal Civil Service Commission. The Annual Internal Review was approved on Chair Lancaster's motion; Vice Chair Perez-Wiseley's second on a 4-0 vote.

5. OLD BUSINESS

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

Discussion was held on future meeting dates, times, and locations. The cancellation of the July 23, 2018 regular meeting of the Municipal Civil Service Commission was approved on Vice-Chair Perez-Wiseley's motion, Chair Lancaster's second on a 4-0 vote.

6. FUTURE AGENDA ITEMS

None.

ADJOURNMENT

Chair Lancaster adjourned the meeting at 10:01 a.m.