

**MUNICIPAL CIVIL SERVICE COMMISSION  
MEETING MINUTES**

**Monday, October 28, 2024**



**MUNICIPAL CIVIL SERVICE COMMISSION  
MINUTES**

**REGULAR MEETING  
MONDAY, OCTOBER 28, 2024**

The Municipal Civil Service Commission convened in a regularly scheduled meeting on Monday, October 28, 2024, at the Human Resources Department, Learning & Research Center (LRC) 5202 E. Ben White Blvd., Suite 500, Austin, TX 78741.

**Commissioners in Attendance:**

Kevin Mullen, Chair  
Kavita Gupta, Vice Chair  
Melissa Rogers  
John Umphress

**Commissioners Absent:**

Vacant

**Staff in Attendance:**

Susan Sinz, MCS Director, HRD  
Rebecca Kennedy, Deputy Director, HRD  
Nathan Brown, Assistant Director, HRD  
Matthew Chustz, M&CS Manager, HRD

Abby Varela, MCS Coordinator, HRD  
Sylvester Martin, Jr., MCS Coordinator, HRD  
Meca Thompson, CS Coordinator, HRD  
Oscar Gonzales, IT Systems Admin., HRD

**CALL TO ORDER**

Chair Kevin Mullen called the Commission meeting to order at 9:10 AM.

**PUBLIC COMMUNICATION: GENERAL**

**APPROVAL OF MINUTES**

1. Approve the minutes from the Municipal Civil Service Commission regular meeting on September 9, 2024.

The minutes from the meeting of September 9, 2024, were approved on Vice Chair Gupta's motion, Commissioner Rogers' second on a 4-0 vote.

**STAFF BRIEFING**

2. Briefing from Human Resources Department Staff regarding a proposed pilot program and temporary waiver of the Municipal Civil Service Rules, including Rule 4.03, to exempt specific Positions from Posting or application requirements, while maintaining provisions of the Competitive Process to allow conditional offers based on Merit and Fitness.

**Rebecca Kennedy, Deputy Director of Human Resources Department, provided a briefing regarding a proposed pilot program and temporary waiver of the Municipal Civil Service Rules, including Rule 4.03, to exempt specific Positions from Posting or application requirements, while maintaining provisions of the Competitive Process to allow conditional offers based on Merit and Fitness.**

**DISCUSSION AND ACTION ITEMS**

3. Discussion and approval of a recommendation to City Council regarding a proposed pilot program and temporary waiver of the Municipal Civil Service Rules, including Rule 4.03, to exempt specific Positions from Posting or application requirements, while maintaining provisions of the Competitive Process to allow conditional offers based on Merit and Fitness.

**The motion to approve the recommendation to City Council regarding a proposed pilot program and temporary waiver of the Municipal Civil Service Rules, including Rule 4.03, to exempt specific Positions from Posting or application requirements, while maintaining provisions of the Competitive Process to allow conditional offers based on Merit and Fitness, was approved on Vice Chair Gupta's motion, Commissioner Rogers' second on a vote of 4-0.**

4. Discussion regarding best practices for representatives presenting evidence during a Municipal Civil Service Commission appeal hearing.

**Discussion was held regarding best practices for representatives presenting evidence during a Municipal Civil Service Commission appeal hearing was held.**

5. Discussion and possible action to combine two disciplinary suspension appeals filed by Fulani Cunningham into one hearing and extend the time limits for presentation of evidence at the hearing pursuant to MCS Rule 7.06.G.

**The motion to combine the Disciplinary Suspension (1-Day) and Disciplinary Suspension (3-Day) appeals filed by Fulani Cunningham into one hearing was approved on Commissioner Rogers' motion, Commissioner Umphress' second on a vote of 4-0.**

6. Discussion and action to approve future meeting dates, times, and locations.

**Discussion was held regarding future meeting dates, times, and locations.**

**FUTURE AGENDA ITEMS**

**Commissioner Rogers and Chair Mullen requested a future agenda item to discuss future meeting dates, times, and locations.**

**ADJOURNMENT**

**Chair Mullen adjourned the meeting at 10:40 AM without objection.**