

**MUNICIPAL CIVIL SERVICE COMMISSION  
MEETING MINUTES**

**Monday, March 24, 2025**



**MUNICIPAL CIVIL SERVICE COMMISSION  
MINUTES**

**REGULAR MEETING  
MONDAY, MARCH 24, 2025**

The Municipal Civil Service Commission convened in a regularly scheduled meeting on Monday, March 24, 2025, 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:**

Susana Carbajal, Assistant City Manager  
Nathan Brown, Assistant Director, HRD  
Matthew Chustz, M&CS Manager, HRD  
Abby Varela, MCS Coordinator, HRD  
Sylvester Martin, Jr., MCS Coordinator, HRD

Cyndi Gordon, CS Coordinator, HRD  
Meca Thompson, CS Coordinator, HRD  
Rogue Huitron, 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 October 28, 2024.

**The minutes from the meeting of October 28, 2024, were approved on Vice Chair Gupta's motion, Commissioner Umphress' second on a 4-0 vote.**

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**STAFF BRIEFING**

2. Briefing from Human Resources Department Staff regarding the Municipal Civil Service Commissioner appointment process.  
**Matthew Chustz, Municipal & Civil Service Manager with the Human Resources Department provided a briefing regarding the Municipal Civil Service Commissioner appointment process.**

**DISCUSSION AND ACTION ITEMS**

3. Discussion and possible action regarding the nomination of Chair of the Municipal Civil Service Commission to the Austin City Council Audit and Finance Committee.  
**The motion to nominate Kevin Mullen as Chair of the Municipal Civil Service Commission to the Austin City Council Audit and Finance Committee was approved on Commissioner Umphress' motion, Vice Chair Gupta's second on a vote of 3-0-1, with Chair Mullen abstaining.**
4. 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 Commissioner Umphress requested a future agenda item to discuss future meeting dates, times, and locations.**

**ADJOURNMENT**

**Chair Mullen adjourned the meeting at 9:25 AM without objection.**

**The minutes were approved at the July 14, 2025, meeting on Commissioner Rogers, Commissioner Akande's second on a 3-0 vote.**