

**MINUTES**

**FOR A REGULAR MEETING OF THE CIVIL SERVICE COMMISSION TO BE HELD AT 6:00 P.M., THURSDAY EVENING, SEPTEMBER 8, 2016, CITY COUNCIL CHAMBERS 300 NORTH CAMPBELL – 1ST FLOOR**

All matters listed under the Consent Agenda below will be considered by the Commission to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Commission or persons in the audience request specific items be removed from the Consent agenda to the Regular Agenda for discussion prior to the time the Commission votes on the motion to adopt the Consent Agenda.

Members Present: Bowling IV, Robert – Chair  
Barde, Jacob  
Brannon, Bob R.  
De Los Santos, Dalia  
Devine, Michael  
Ramirez, Terry  
Ross, Amy  
Williams, Casey Antonio

Members Absent: Monteros, Abraham M.

Meeting convened at 6:01 p.m. with seven Commissioners present and Chair Bowling presiding.

**CONSENT AGENDA**

1. Approval of Minutes:

August 11, 2016 Civil Service Commission Meeting

**MOTION MADE BY COMMISSIONER WILLIAMS AND SECONDED BY COMMISSIONER ROSS TO AMEND MINUTES TO ADD COMMISSIONER WILLIAMS UNDER MEMBERS PRESENT; MOTION PASSED UNANIMOUSLY.**

2. Notation: Assignment of Hearing Officer to the Following Appeal

Juan Olavez-Sun Metro-Termination-William Ellis

**MOTION MADE BY COMMISSIONER BRANNON AND SECONDED BY COMMISSIONER RAMIREZ NOTING ASSIGNMENT OF HEARING OFFICER TO APPEAL HEARING; MOTION PASSED UNANIMOUSLY.**

**REGULAR AGENDA**

3.A. Discussion and Action on implementing a policy that addresses the procedure for handling grievance appeals [of formal counselings] in lieu of amendments to Civil Service Rules 8 and 14. (Per Commissioner Barde)

Discussion by Chair Bowling, Speakers: Jaime A. Arellano, Jr., David Guzman, Commissioners Barde, Williams, Ramirez, Brannon, Ross, CSC Legal Advisor Elizabeth Ruhmann.

**MOTION MADE BY COMMISSIONER DEVINE AND SECONDED RAMIREZ TO MOVE TO EXECUTIVE SESSION; MOTION PASSED UNANIMOUSLY.**

Executive session convened at 6:30 p.m.

**MOTION MADE BY COMMISSIONER BRANNON AND SECONDED BY COMMISSIONER ROSS TO RECONVENE TO OPEN SESSION; MOTION PASSED UNANIMOUSLY.**

Reconvened to open session at 7:03 p.m.

Further discussion by AFSCME Local 59 Representative David Guzman, Chair Bowling, Commissioners Brannon, Williams, Barde, Ross, Ramirez, CSC Legal Advisor Elizabeth Ruhmann, and Sun Metro Employee Alex Lugo.

**MOTION MADE BY COMMISSIONER BARDE AND SECONDED BY COMMISSIONER RAMIREZ TO ADOPT POLICY AND PROCEDURE FOR GRIEVANCE APPEALS OF FORMAL COUNSELINGS, INCORPORATING LANGUAGE FROM ITEM 3B'S ATTACHMENT BELOW; MOTION PASSED BY A VOTE OF 6 TO 1.**

AYES: BRANNON, RAMIREZ, DEVINE, ROSS, BARDE, DE LOS SANTOS  
NAYES: WILLIAMS

- 3.B. Discussion and Action on Amending Rule 8; Section 8 (Formal Counseling) and Rule 14 (Grievances) for the purpose of formalizing the process over which the CSC handles grievance appeals, with a focus on grievances relating to formal counselings.

Discussion by Chair Bowling, AFSCME Local 59 David Guzman, Commissioners Barde, Williams, Brannon, and Devine.

**MOTION MADE BY COMMISSIONER BARDE AND SECONDED BY COMMISSIONER BRANNON TO DELTE ITEM 3B; MOTION PASSED UNANIMOUSLY.**

4. Discussion and Action on Appeal of Grievance submitted by Patrizia Hightower -- Public Health Department.

Discussion by Appellant's Representative David Guzman, Appellant's daughter Rebecca Hightower, Appellant Patrizia Hightower, Commissioners Ross, Williams, Barde, and Devine.

**MOTION MADE BY COMMISSIONER ROSS AND SECONDED BY COMMISSIONER WILLIAMS TO DELETE ITEM 4; MOTION PASSED UNANIMOUSLY.**

5. Discussion and Action on Appeal of Grievance submitted by Patrizia Hightower -- Public Health Department.

**MOTION MADE BY COMMISSIONER ROSS AND SECONDED BY COMMISSIONER WILLIAMS TO DELETE ITEM 5; MOTION PASSED UNANIMOUSLY.**

**EXECUTIVE SESSION**

The Civil Service Commission may retire into Executive Session pursuant to Civil Service Commission Rule 1, Section 11(a) and the Texas Government Code, Section 551, Subchapter D to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Commission may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.). The Commission will return to open session to take any final action.

Section 551.071 CONSULTATION WITH ATTORNEY

Section 551.074 PERSONNEL MATTERS

**MOTION MADE BY COMMISSIONER WILLIAMS AND SECONDED BY COMMISSIONER RAMIREZ TO ADJOURN; MOTION PASSED UNANIMOUSLY.**

**MEETING ADJOURNED AT 8:15 P.M.**

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**Robert Bowling IV, Chair**

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**Amy Ross, C.S.C. Secretary**

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**Date Approved**