

**MINUTES FOR A REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
HELD AT 6:00 P.M., THURSDAY EVENING, JUNE 23, 2005
CITY COUNCIL CHAMBERS, #2 CIVIC CENTER PLAZA – 2ND FLOOR**

MEMBERS PRESENT: Boureslan, Ali
 Ellis, William - Chair
 Gezelius, Ken
 Graham, Elijah
 Martinez, Ramy
 Peña, Andrew
 Ruck, Lance
 Schwartz, Elma
 Scott, Valerie

ALSO PRESENT:
Bond, Terry – CSC Secretary/HR Director
Buenning, Rosy – CSC Recorder
Cardenas, Hector – El Paso Zoo
Fargo, Peter - Human Resources
Gardon, Rafael – Parks & Rec.
Limas, Jorge
Momsen, Richarda – Municipal Clerk
Nielsen, Jennifer – Museums
Salazar, Francisco
Thomas, Linda – HR Asst. Director
Wilson, Joyce – City Manager

The meeting convened at 6:01 p.m. with a quorum of 9 Commissioners present and Chair Ellis presiding.

CONSENT AGENDA

Ms. Bond requested that Items 9-O and 11A be deleted.

Commissioner Boureslan requested Items 2C, 2D and 2E be moved to the Regular Agenda.

Commissioner Gezelius requested Item 2G be moved to the Regular Agenda.

MOTION TO APPROVE THE CONSENT AGENDA WITH THE MODIFICATIONS MADE BY COMMISSIONER PEÑA, SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

Chair Ellis asked if there were any objections to addressing Item 15 immediately after Item 2 and there were no objections.

1. Discussion and Action on Approval of Minutes:
 - A. May 12, 2005 (Tabled 05/26/05; 06/09/05)
 - B. June 9, 2005

2. Discussion and Action on Approval of Contracts:
 - A. Cooperative Education Contract with Anisha Thonour to perform the duties of Website Developer from June 27, 2005 through December 26, 2005, for the Metropolitan Planning Organization.

 - B. Personal Services Contract with Elyssa Ford to perform the duties of Collections Move Assistant from June 27, 2005 through August 5, 2005, for the History Museum.

- C. Personal Services Contract with Anthony W. Pearson to perform the duties of Staff Assistant from June 28, 2005 through June 11, 2007 for the Mayor's Office.

This item was addressed at the beginning of the Regular Agenda.

Commissioner Boureslan didn't believe that someone should be rewarded for working on a City representative's campaign and once the representative is in office be placed in a job. He read part of an article in the media which quoted Ms. Wilson as saying, "after the City elections the Representatives no longer have the option of hiring their own secretaries. " Instead Wilson wanted the approval of former Mayor Wardy and the new Mayor to create a secretarial pool to take care of the Representative needs. Commissioner Boureslan believed this was a very good idea as it keeps all the Representatives on equal footing. He said that for this reason he wasn't going to be supportive of approving Items 2C, 2D or 2E.

Commissioner Ruck asked questions reference the staffing allowed for the Representatives per the approved budget. He believed each Representative was allotted one Secretary III and one Secretary I.

Joyce Wilson, City Manager, explained that most of the Secretary III's had been upgraded to Administrative Assistants and two or three of the Representatives maintained a second secretary. She said that when the new Mayor and Council came in they maintained an Administrative Assistant for all eight representatives, and the remaining Secretary II's were moved to Mayor's reception area to answer telephones and work on constituent issues, then one Secretary was moved to the Mayor Pro Tem's office to work on the additional workload there.

Discussion.

MOTION TO APPROVE ITEMS 2C, 2D, 2E AND 2G MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER GRAHAM AND PASSED BY A VOTE OF 7 TO 1.

Ayes: Commissioners Peña, Graham, Martinez, Gezelius, Schwartz, Scott, Ruck

Nays: Commissioner Boureslan

- D. Personal Services Contract with Jaime O. Perez to perform the duties of Staff Assistant from June 24, 2005 through June 23, 2006, for the Mayor's Office.

This item was addressed at the beginning of the Regular Agenda.

See vote on Item 2C.

- E. Graduate Intern Contract with Daniel Ortiz from June 28, 2005 through August 31, 2005, for the Mayor's Office.

This item was addressed at the beginning of the Regular Agenda.

See vote on Item 2C.

- F. Personal Services Contract with Sheila Davis to perform the duties of Secretary III from July 10, 2005 through January 9, 2006, for the Arts & Culture Department.
- G. Personal Services Contract with Oscar Gonzalez to perform the duties of Staff Assistant from June 24, 2005 through September 24, 2005, for the Mayor's Office.

This item was addressed at the beginning of the Regular Agenda.

See vote on Item 2C.

3. Discussion and Action on Approval of Applications for Outside Employment:

- A. Barragan - Roberto - Police
- B. Bazan - David - Police

- C. Bustamante – Ricardo – Parks & Recreation
- D. Carrizal - Joe - Police
- E. Estrada - Adrian - Police
- F. Hanner - Linda - Police
- G. Lopez - Jose - Police
- H. Mendoza - Edward - Police
- I. Miranda - Julian - Police
- J. Prangner - Ricardo - Police
- K. Reyes - Annette - Police
- L. Timmons - Michael - Police
- M. Villegas - Cecilia - OMB

4. Notice of Promulgation of Eligible Lists:

- A. Elephant Supervisor = Promulgated 06/15/05 (P-3)(O-1)
- B. Fire Medical Lieutenant = Promulgated 06/15/05 (P-2)
- C. Regional Recreation Superintendent = Promulgated 06/15/05 (P-4)(O-1)
- D. Zoo Commissary Supervisor = Promulgated 06/15/05 (P-4)(O-2)

5. Discussion and Action on Approval of Classification Actions:

New Job Class/Revised Job Class/Revised Job Class & Grade/Revised Job Class, Title & Grade

	<u>Title</u>	<u>Code</u>	<u>Grade</u>
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Proposed:	Museums and Cultural Affairs Director	5170	EX C
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6. For Notation: Request to have appeal heard by Arbitrator:

- A. Martin, Charles – Suspension – Police Dept. (IA04-206)
- B. Martin, Ronald – Suspension – Police Dept. (CP04-241)

7. Discussion and Action on request to have named placed on Transfer List:

Gutierrez, Miriam J. – Secretary III – Economic Development

8. Discussion and Action on request to have name placed on Reinstatement List:

Cardenas, Hector – Stores Clerk I – El Paso Zoo

9. Discussion and Action on Approval of Merit Increases in accordance with C.S.C. Guidelines:

- A. Fire - Briseno, Jose - Public Safety Dispatcher
- B. Fire - De La Trinidad, Enid - Clerk Typist II
- C. Fire - Kirby, Ulrike - Public Safety Dispatcher
- D. Fire - Maya, Barbara - Public Safety Disp Supervisor
- E. Fire - McFadden, Debra - Personnel & Payroll Clerk
- F. Fire - Moore, Toni - Public Safety Dispatcher
- G. Fire - Munoz, Nancy - Clerk Typist II
- H. Fleet Services - Aguilar, Martin - Auto Tech Supervisor
- I. Fleet Services - Davis, Robert - Vehicle Parts Specialist
- J. Fleet Services - Esparza, Alejandro - Automotive Technician II
- K. Fleet Services - Flores, Juan - Automotive Technician II
- L. Fleet Services - Herrera, Miguel - Automotive Technician II
- M. Fleet Services - Moreno, Martha - Personnel & Payroll Clerk
- N. Fleet Services - Olivas, Henry - Auto Tech Supervisor
- O. ~~Fleet Services - Radell, Larry - Automotive Technician II~~
- P. Fleet Services - Ramos, Jorge - Auto Maint. Ticket Writer
- Q. Fleet Services - Still, Russell - Automotive Technician II
- R. Zoo - Alvarez, Rachel - Senior Zoo Keeper
- S. Zoo - Alvarez, Robert - Zoo Keeper
- T. Zoo - Ayala, Robert - Laborer
- U. Zoo - Cuellar, Jose - Laborer
- V. Zoo - Hernandez, Eulalio - Cashier Clerk
- W. Zoo - Lucero, Johnny - Zoo Maintenance Worker

- X. Zoo - Mancha, Lupe - Supervisor Build. & Grounds
- Y. Zoo - Moya, Gabriel - Zoo Keeper
- Z. Zoo - Nava, Robert - Collections Supervisor
- AA. Zoo - Reza, Jose - Zoo Keeper
- BB. Zoo - Rodriguez, Jose - Education/Graphics Tech.
- CC. Zoo - Salinas, Robert - Maintenance Mechanic I
- DD. Zoo - Velarde, Gilbert - Zoo Keeper
- EE. Zoo - Zydonyk, Anthony - Senior Zoo Keeper

10. Discussion and Action on Request for Temporary Promotion:

Sharpe, Terry – Airport
 From: Airport Security Coordinator
 To: Airport Operations Superintendent

11. Discussion and Action on Request to Work Employee Out of Classification:

~~_____ A. _____ Gilliland, Scott – El Paso Zoo - [REDACTED]
 _____ From: Architect
 _____ To: Acting Chief Architect~~

B. Prine, Laura – Municipal Clerk
 From: Collections Supervisor
 To: Deputy City Clerk

REGULAR AGENDA

Items 2C, 2D, 2E, 2G and 15 were addressed here.

12. Discussion and Action regarding the transfer of the hearing for one of the disciplinary cases involving Irene Granados, thereby, consolidating both cases to be heard by the same hearing officer.

Elaine Hengen, Assistant City Attorney, stated that Ms. Granados, Hearing Officer Yetter and Hearing Officer Cross were all in agreement.

MOTION THAT BOTH CASES BE HEARD BY HEARING OFFICER CROSS MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY PASSED.

13. Discussion and Action on the employment of outside legal counsel for the Commission (Tabled 06/09/05).

Chair Ellis advised that at a previous special meeting of the Commission they interviewed three individuals whose names were on the original list, two of the people on the list were unable to attend for reasons which they notified the Commission, and one individual just didn't appear before the Commission. At the present time the Commission is unsure whether it is necessary to employ outside legal counsel on a full-time basis, or whether or not it would be appropriate to continue with the status quo whereby Ms. Cuellar advises the Commission as its legal counsel. Realizing that periodically there might be an irreconcilable conflict of interest the Commission would be able to hire its own counsel on an episodic basis.

Ms. Wilson agreed.

Chair Ellis suggested narrowing the candidates to one so that the Commission will have someone readily available if needed. He requested the item be tabled so that they could try to finalize this on a contingent basis.

MOTION TO TABLE ITEM 13 AND HAVE IT APPEAR ON EACH UPCOMING AGENDA UNTIL FURTHER NOTICE MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY PASSED.

14. Discussion and Action to remove Terry Bond as Secretary of the Civil Service Commission and to appoint a successor. (Tabled 05/26/05; 06/09/05)

MOTION TO DECLARE THE OFFICE OF SECRETARY OF THE COMMISSION VACANT MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER GRAHAM.

Commissioner Schwartz asked Ms. Bond if she was still interested in holding the position.

Ms. Bond believed it was in the best interest of the City that the HR Director and CSC Secretary be one in the same.

Ms. Schwartz believed the CSC Secretary needed to know City government, have managerial skills and be aware of the Charter provisions. She said that if Ms. Bond was removed as the Secretary she suggested someone in the City Clerk's office fill the position since they handle City Council.

Commissioner Boureslan believed that this item came about because of a possible conflict of interest but believed Ms. Bond was filling the position quite professionally and believed she should remain.

Assistant City Attorney Lupe Cuellar said that if the Commission wanted to appoint another City employee as Secretary of the Commission, the City Manager would need to be in agreement. To expand on what Commissioner Boureslan stated, Ms. Bond is wearing two hats, one as Human Resources Director and one as CSC Secretary. When she speaks as HR Director she is obligated to give the Commission her stance on management's view, when she serves as the CSC Secretary all she needs to be doing is placing items on the agenda and assuring that procedurally everything that needs to be presented to the Commission gets presented. She suggested that the Commission provide Ms. Bond specific guidelines as the CSC Secretary.

Commissioner Ruck said he believed there was a big problem when the person who makes the final rejection of every grievance of every employee being the same person who determines when their appeal shall come and more importantly what backup will be provided. He believed this was no different than if they had the President of the Employee's Union being the CSC Secretary. Would management think that's fair? Of course not. He was certain that employees would agree that the HR Director being the CSC Secretary was not fair. He advised that the Commission's legal counsel had previously agreed that there was nothing prohibiting the Commission from electing one of its members as Secretary.

Commissioner Graham believed it was very unfair to ask Ms. Bond to wear both hats given the controversy and the predicament it puts her in.

Commissioner Peña believed Ms. Bond was professional enough to recognize if there would be a conflict by wearing both hats.

Commissioner Martinez asked if the Commission had ever done a performance evaluation of the CSC Secretary.

Ms. Bond said she had not gotten a performance evaluation as CSC Secretary.

Chair Ellis directed the Commission to the duties of the Secretary as set forth in Rule 1 which starts, "The Secretary need not be a member of the Commission...." He said it was obviously contemplated that the Secretary would be a Commission member as with the other officers, however, the proviso was inserted that it did not need to be a member of the Commission. He believed that many of the duties described in Rule 1 as duties for the Secretary were being performed by the Commission Recorder, besides supervising the Recorder, the Secretary had to sign minutes and various other documents. Chair Ellis gave various examples of Ms. Bond not being able to separate her roles as HR Director and CSC Secretary (i.e., written reprimand to Recorder from HR Director instead of CSC Secretary; emails from Ms. Bond contradicting the Chair's directive to CSC staff, etc.).

Commissioner Ruck said he found Ms. Bond's practice of going to City Council either personally or via emails to dissuade them and try to persuade them to overturn the rule amendment that the Commission had adopted very objectionable.

Commissioner Schwartz told the Chair that he should familiarize himself with his own duties as Chair under Rule 1 and that he was elected Chair to run the meetings and not to pontificate to the rest of the Commissioners what they need to vote for or what they should present.

Chair Ellis asked Commissioner Schwartz if she had anything germane to the posted item and said that if she wanted to launch into an attack against another member of the Commission he would rule those comments out of order and asked if she wanted to speak reference the posted item.

Commissioner Schwartz said she did and stated she found him very demeaning. She said she didn't agree with Commissioner Ruck or any of the other substantial comments about Ms. Bond being incompetent to wear her two hats. She believed the same person needed to do both jobs, that of HR Director and CSC Secretary.

Commissioner Ruck had three points to make. First, he said he never mentioned the word incompetent, his main claim was a conflict of interest. Second, should the Chairman of the Commission find somebody out of order that person can challenge the ruling. Third, he wanted to call the question.

Ms. Bond referred back to Rule 1 and told the Commission that the Commission was made up of nine members and not one individual is more of the Commission than any other member. She agreed that the Chair runs the meetings and can request other meetings and that sort of thing, but all nine members make up the Commission. She said she had been working with boards a very long time and it has been her training that when information is provided to one member of the board it should be provided to all members. She said that as the agenda is being prepared it is a draft agenda. She said that just as the City Council agenda doesn't go to City Council until such time that it is finalized and ready to go, we follow the same procedure with the CSC agenda.

Commissioner Martinez observed that there were some comments made tonight that warrant careful reflection before a vote is taken. He said they have been assured that Ms. Wilson would be screening whatever was going to go before Council that was approved by the Commission. He also said that the Commission's legal counsel didn't believe there was a conflict of interest in Ms. Bond wearing the two hats. He encouraged public comment.

Commissioner Graham stated that the issue wasn't Ms. Bond's performance; the issue was that there is a perception problem and it was totally unfair to Ms. Bond or anyone else who sits in that position for employees to view her as the HR Director when they are bringing matters before the Commission. He said this was the reason he didn't believe Ms. Bond should be filling this position.

MOTION TO CALL THE QUESTION AND CEASE DISCUSSION MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER GRAHAM BUT FAILED BY A VOTE OF 3 TO 5.

Ayes: Commissioners Graham, Gezelius, Ruck

Nays: Commissioner Peña, Martinez, Boureslan, Schwartz, Scott

Commissioner Boureslan didn't believe there should be a problem with Ms. Bond being CSC Secretary and HR Director.

Commissioner Peña felt that this might be a personal issue, a much deeper issue.

Commissioner Graham assured the Commission that he never lets his personal feelings interfere with any of the decisions he makes on the Commission.

Commissioner Ruck asked Ms. Bond who had turned down Ms. Soltero various times until she threatened to write a letter to each Commissioner. He wondered how Ms. Soltero was stopped for over a month and a half from coming before the Commission.

Ms. Bond said she remembered the case and remembered that Ms. Soltero had to prefer charges under the Charter.

Assistant City Attorney Lupe Cuellar said that on a couple of occasions a determination was made by herself that the Commission did not have jurisdiction to hear the Soltero cases. At that point in time a direction was given by this Commission that anytime anything was submitted to Human Resources for the Commission that it was to be presented to the Commission. Since that time everything has been presented to the Commission and if the Commission does not have jurisdiction she will advise the Commission of that during the meeting.

MOTION TO DECLARE THE OFFICE OF SECRETARY OF THE COMMISSION VACANT MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER GRAHAM BUT FAILED BY A VOTE OF 5 TO 3.

Ayes: Commissioners Graham, Gezelius, Ruck

Nays: Commissioner Peña, Martinez, Boureslan, Schwartz, Scott

15. Discussion and Action on adopting a policy for the approval of certain Administrative Support positions for City Council Representatives.

This item was addressed at the beginning of the Regular Agenda after Item 2.

Chair Ellis told the Commission that he was at the City Council meeting and had run into Elaine Hengen, Assistant City Attorney, and had discussed possible revisions to the proposal on this item. He advised that he met with Assistant City Attorney Lupe Cuellar to review the backup provided to the Commission marked with a red 15. He reviewed the backup. Commissioner Ruck said he objected to the proposal, more specifically to part "f" of the proposal. He said that the Charter states that contracts may be made with approval of counsel and the concurrence of the Civil Service Commission. He said that the Council by a 7 to 1 vote determined that they could acquiesce their authority to the City Manager as it was nothing but an administrative function. He said that the Commission's legal counsel time and time again has told them that you can't change the charter without a vote of the citizens. It seems that the City Council has abrogated their responsibility but it still leaves the concurrence of the Commission and the Commission would be abrogating that if they were to initiate that policy. He said those were his reasons for voting against this proposal.

Assistant City Attorney Lupe Cuellar opined that the Commission would not be abrogating their authority. This is similar to a policy that this Commission adopted in July 2003 reference Parks & Recreation contracts.

Chair Ellis said that in his judgment Section F actually provided a check and balance by ensuring that the Commission's counsel reviewed the contracts under the policy to assure the policy was being adhered to.

Discussion.

Commissioner Ruck said that a problem was that the Commission was not going to be seeing the resumes for these contract employees to see if they are qualified under the minimum qualifications.

MOTION TO APPROVE ITEM 15 MADE BY COMMISSIONER SCHWARTZ, SECONDED BY COMMISSIONER PEÑA AND PASSED BY A VOTE OF 6 TO 2.

Ayes: Commissioners Peña, Martinez, Gezelius, Boureslan, Schwartz, Scott

Nays: Commissioner Graham, Ruck

16. Discussion and Action on Report from Committee regarding Grievance filed by:

Gardon, Rafael – Parks & Recreation re: Violation of Various CSC Rules

Commissioner Ruck read the Committee's recommendation which denied Mr. Gardon's appeal.

Mr. Gardon asked when the rest of the merits of his grievance would be addressed, he was concerned that the rest of the packet he had presented to the Commission which contained 74 pages was not being addressed.

Chair Ellis said that based on how the agenda item was posted they could only deal with the Committee's recommendation.

Commissioner Ruck said that all the information was evaluated and Mr. Gardon basically asked for two remedies, one was working out of class and the other was performance evaluation. Assistant City Attorney Lupe Cuellar advised at that point that they could address the working out of class issue but could not address the Performance Evaluation issue because he had not appealed it.

Chair Ellis asked Mr. Gardon if he was aware that there was a separate appeal procedure for Performance Evaluations.

Mr. Gardon believed Rule 24 encompassed all the rules in terms of the grievances that an employee was filing. He said that is why his packet contained every situation that he encountered with the specifics.

Assistant City Attorney Lupe Cuellar told Mr. Gardon that he did not take advantage of the right he had to appeal his Performance Evaluation. She also stated that based on the committee's recommendation, they denied his grievance as a whole which should encompass everything he had presented to them.

Mr. Gardon said everything wasn't discussed so how could they deny something not discussed. He read the rule and emphasized that it said the Commission would address "any" order, he believe his Performance Evaluation was an order.

Chair Ellis stated that an evaluation was an assessment, not an order.

Discussion.

MOTION TO APPROVE THE COMMITTEE'S RECOMMENDATION, WHICH WAS TO DENY MR. GARDON'S GRIEVANCE MADE BY COMMISSIONER GRAHAM, SECONDED BY COMMISSIONER GEZELIUS AND UNANIMOUSLY PASSED.

- 17. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rule 8.1.d.1.:

Jimenez, Yvonne – Assistant Director of Parks & Recreation

Ms. Bond advised the Commission that a letter was received from Ms. Jimenez requesting that this item be postponed. However, she advised that the Parks Department and the Deputy City Manager over this department were very interested in having this position filled as quickly as possible, and this appeal could potentially delay that process. She requested that the item be heard in spite of Ms. Jimenez' request.

MOTION TO DENY ITEM 17 MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

MOTION TO ADJOURN TO EXECUTIVE SESSION MADE BY COMMISSIONER MARTINEZ, SECONDED BY COMMISSIONER RUCK AND UNANIMOUSLY PASSED.

The Commission retired into Executive Session at 7:31 p.m. to discuss Item 18, and reconvened for Open Session at 8:04 p.m.

MOTION TO ADJOURN EXECUTIVE SESSION AND RETURN TO REGULAR SESSION MADE BY COMMISSIONER SCHWARTZ, SECONDED BY COMMISSIONER PEÑA AND UNANIMOUSLY PASSED.

- 18. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rules and Regulations:

- A. Beard, Robert G. – EPWU Water Plant Tech. II (Ord. 8064, 5.1.b.)

Mr. Beard was not present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18A MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER SCHWARTZ AND UNANIMOUSLY PASSED.

- B. Limas, Jorge Jr. – Traffic Signs & Markings Worker I (8.1.d.4. & Ord. 8064, 5.1.b.)

Mr. Limas was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18B MADE BY COMMISSIONER PEÑA, SECONDED BY COMMISSIONER SCHWARTZ AND UNANIMOUSLY PASSED.

- C. Nuñez, Ernesto – Traffic Signs & Markings Worker I (Ord. 8064, 5.1.b.)

Mr. Nuñez was not present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18C MADE BY COMMISSIONER PEÑA, SECONDED BY COMMISSIONER BOURESLAN AND UNANIMOUSLY PASSED.

- D. Salazar, Francisco – Traffic Signs & Markings Worker I (25.2.b)

Mr. Salazar was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO DENY ITEM 18D MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER PEÑA AND UNANIMOUSLY PASSED.

19. Discussion and Action on Request for Extension of Eligible Lists for an additional six months:

Custodial Worker – Extended through January 14, 2006

MOTION TO APPROVE ITEM 19 MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

20. Discussion and action on accessibility of Civil Service Commission agendas, back up, and other topics related to the Civil Service on the City's web site.

Jeff Miller, Information Technology, told the Commission that they were making a transition from the portal to the website. The Commission now has a secure website where they can access their Civil Service materials.

Chair Ellis said that in the past the Commission has sought to ensure that members of the public and City employees have access to the permissible attachments without having to go through an Open Records Request.

Mr. Miller said that the backup material for the public is part of a bigger project. He said they had gotten the information from the Commission and from all other boards and put all the information together so that the access is available from the Commission/Board website. He estimated it would be three to six weeks before the information would be available to the public.

MOTION TO DELETE ITEM 20 MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER PEÑA AND UNANIMOUSLY PASSED.

21. Discussion and Action on promulgation of eligible list for Civil Service Commission Recorder.

Chair Ellis said he had placed this item on the agenda just to keep abreast of the matter and asked Mr. Fargo what the status was.

Peter Fargo, Employment Services Manager, asked when they needed the position filled.

Chair Ellis stated that the Commission didn't know what would happen when the current Recorder's contract expired. He didn't want the Commission to be in a position where they don't fill it by contract and yet there is no eligible list.

Discussion.

Commissioner Ruck asked why the process hadn't started.

Ms. Bond said they had a work flow issue and many priorities and many vacancies within the City that they were currently working on but they will move forward quickly on this item.

Ms. Joyce Wilson, City Manager, wondered why the Commission wanted to promulgate a list when the position was filled through contract. She told the Commission that if they had a contract with someone with whom they are satisfied, she wondered why they couldn't just extend the contract. She said that from a management point of view because they had a huge workload of critical areas she would rather the staff spends time working on the other priorities.

Commissioner Ruck said that upon the advice of the City Manager he would make a motion to not promulgate a list.

MOTION TO NOT PROMULGATE AN ELIGIBLE LIST FOR CIVIL SERVICE COMMISSION RECORDER MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER PEÑA AND UNANIMOUSLY PASSED.

THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, A MOTION TO ADJOURN WAS MADE BY COMMISSIONER RUCK, SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

THE MEETING ADJOURNED AT 8:16 P.M.



WILLIAM J. ELLIS, C.S.C. CHAIR



TERRY BOND, C.S.C. SECRETARY

7.14.05

DATE APPROVED