



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
NOVEMBER 8, 2011
5:30 P.M.**

MINUTES

CALL TO ORDER

Chairman Dan Archibeque called the Civil Service Commission Meeting to order.

ROLL CALL

Commission Members Present: Dan Archibeque, Guy Kennedy, Sharon Bonner

Administrative and Civil Service Staff Members Present: Counsel for the Commission Robert Jagger, HR Director Marisa Walker, Fire Chief Chris Riley, HR Analyst Manual Alcala, Civil Service Administrator Toni Selman, and Secretary Lynne Huskins.

Other Interested Parties: None

AMENDMENTS TO AGENDA

Mr. Archibeque asked if there were any amendments to the agenda. Mr. Jagger said that at the discretion of the Commission, if they want to go into executive session this evening they may wish to amend the regular agenda to entertain a motion to reflect this.

Mr. Kennedy seconded by Ms. Bonner moved to amend the Regular Agenda to reflect a motion to convene into executive session for the purpose of obtaining legal advice from counsel.

Roll Call -- Ayes: Archibeque, Kennedy and Bonner. Motion carried unanimously.

READING AND APPROVAL OF MINUTES

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the Civil Service Commission regular meeting dated Thursday October 13, 2011 as distributed.

Roll Call -- Ayes: Kennedy and Bonner. Motion carried unanimously.

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

The Commission received and filed the following status report on current recruitments:

- a. HR Analyst - (Recruitment due to new position in 2012 staffing) – External recruitment began on October 30, 2011 and ends on November 20, 2011. As of the date of this agenda, we had received 23 applications for this position.

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CONSENT AGENDA

- b. Land Use Technician - (Recruitment due to promotion) - We received two applications for this position. We are currently in the process of screening these applications.

COMMUNICATIONS

1. Ratify the Commission's letter to Sarah Brown regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
2. Ratify the Commission's letter to Aja Petracca-Lennon regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Utesa Chisholm regarding the removal of her name from the Crime Analyst eligibility list.
4. Ratify the Commission's letter to Karen Valdez regarding the removal of her name from the Recreation Supervisor eligibility list.
5. Ratify the Commission's letter to Michelle Kratz regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
6. Ratify the Commission's letter to Audrey Morano regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Douglas Call regarding the removal of his name from the Recreation Supervisor eligibility list.
8. Ratify the Commission's letter to Richard Pike regarding the removal of his name from the Recreation Supervisor eligibility list.
9. Ratify the Commission's letter to Darien Wilson regarding the removal of his name from the Recreation Supervisor eligibility list.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

Roll Call -- Ayes: Archibeque, Kennedy and Bonner. Motion carried unanimously.

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for December 13, 2011 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, 301 W. "B" Street.

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EXECUTIVE SESSION

1. Motion to convene into executive session at 5:36 p.m. for a conference with the legal advisor to the Commission for the purpose of receiving legal advice regarding legal issues related to Case #2010 CV 1307 regarding James Matuzak.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve the motion to convene into executive session.

Roll Call -- Ayes: Archibeque, Kennedy and Bonner. Motion carried unanimously.

REGULAR AGENDA

The executive session adjourned at 6:26 p.m. and the regular meeting reconvened.

INFORMATIONAL ITEMS

1. The Commission received their handouts

ADJOURN – 6:28 p.m.


Chairman