



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS**

**APRIL 9, 2013
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, Sharon Bonner, Guy Kennedy

Administrative and Civil Service Staff Members Present: Counsel for the Commission Robert Jagger, Human Resources Director Marisa Pacheco, Interim Civil Service Administrator Lynne Huskins and Secretary Melissa Lillard.

Other Interested Parties: None.

AMENDMENTS TO AGENDA

Mr. Archibeque asked if there were any amendments to the agenda. None were voiced.

READING AND APPROVAL OF MINUTES

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, March 12, 2013 as distributed.

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

STATUS REPORT OF CURRENT RECRUITMENTS

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

- a. Senior Network Administrator - (Recruitment due to employee resignation) – Internal recruitment began on April 4, 2013 and ends on April 18, 2013.

COMMUNICATIONS

1. Ratify the Commission's letter to Sean Montgomery regarding the removal of his name from the Wastewater Operator A eligibility list.

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CONSENT AGENDA

COMMUNICATIONS

2. Ratify the Commission's letter to Alejandro Herrera, Jr. regarding the removal of his name from the Wastewater Operator A eligibility list.

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

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

REGULAR AGENDA

No Regular Agenda Items

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for May 14, 2013 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, 301 W. "B" Street.

INFORMATIONAL ITEMS

1. The Commission received the Employee Status Report for February and March 2013.

ADJOURN – 5:31 p.m.


Chairman