

Meeting of the Civil Service Board

Present: Chair Ron Chapman, Jr., Vice-Chair Marvin M. Lane, Jr., George L. Allen, Jr., F. Ray Hill, Pat Parrish, Alicia S. Voltmer

Absent: Juan C. Hernandez

Attendees:

Lance Lenard Evans, Rehire Applicant
Timothy A. Hawkins, Rehire Applicant
Kelli S. Ingram, Rehire Applicant
Patrick B. Parker, Rehire Applicant
Charles J. Mikkelson, Firefighter

Civil Service Department Staff:

Michelle Hanchard, Assistant Director
Patricia Marsolais, Secretary to the Civil Service Board
Pamela McDonald, Manager – Examining and Recruitment Division
Martha Santos, Executive Assistant

The meeting was called to order at 8:30 a.m.

Approval of the Thursday, November 6, 2008 regular meeting minutes was deferred to the next meeting pending clarification in the wording regarding a candidate's timeframe to file a grievance about an examination under the Personnel Rules.

The Board heard the rehire appeal of former Street Services Department employee Lance Lenard Evans. After much discussion with Mr. Evans about his previous employment with the City and consideration of material provided for the Board's review, Mr. Evans' request to apply for employment opportunities with the City failed due to a split vote of the Board. Voting Aye: Allen, Hill, Lane Voting Nay: Chapman, Parrish, Voltmer

The Board heard the rehire appeal of former Code Compliance Department employee Timothy A. Hawkins. After much discussion with Mr. Hawkins about his previous employment with the City and consideration of material provided for the Board's review, the Board approved his request to apply for employment opportunities with the City. Voting Aye: Chapman, Lane, Allen, Hill Voting Nay: Voltmer

The Board heard the rehire appeal of former Street Services Department employee Kelli S. Ingram. After much discussion with Ms. Ingram about her previous employment with the City and consideration of material provided for the Board's review, the Board unanimously denied her request to apply for employment opportunities with the City.

The Board heard the rehire appeal of former Code Compliance Department employee Patrick B. Parker. After much discussion with Mr. Parker about his previous employment with the City and consideration of material provided for the Board's review, the Board unanimously approved his request to apply for employment opportunities with the City.

The Secretary advised the Board that all departments had been asked to submit a five percent budget reduction plan to the City Manager. Under the current operating budget a five percent reduction would amount to over \$100,000. The Secretary recommended eliminating the \$32,000 charge for custodial services, stating that the staff could handle the little cleaning that is done. If the five percent reduction were implemented, the balance would have to be made up by laying off staff. Based on a phone conversation with Mary Suhm, she indicated there was no need to proceed at this point. She will contact the Secretary again to discuss the matter if the reduction becomes necessary.

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Assistant Director Michelle Hanchard presented an overview of the "Assessment Center Participation Survey" developed to collect feedback from participants. The Chair noted inconsistencies in capitalization throughout the draft and asked it to be one way or the other. The Chair also pointed out the asymmetry in the rating scale in question 11. Mr. Lane added that the purpose of the survey is to collect information in order to continually improve the process. By reporting the results to the Board on an annual or semi-annual basis, the Board will know what's been changed as a result of this feedback. Mr. Hill said he also found the different scales confusing. The Chair recommended using a standardized model such as "agree," "somewhat agree," "strongly agree," etc. to ensure that the ratings would be the same for every question.

The Board entered into closed executive session from 9:06 a.m. to 9:58 a.m. pursuant to Section 551.074 of the Texas Open Meetings Act to conduct the annual evaluation of the Secretary to the Board. After coming out of closed session the Board voted to rate the Secretary's performance for fiscal year 2007-2008 as exceptional. The vote was as follows: Voting Aye: Allen, Parrish, Lane, Hill Voting Nay – Voltmer (Superior) Abstaining – Chapman (not on the Board for fiscal year being reviewed). The Chair stated he will incorporate the comments made by the Board Members, the Secretary's goals and objectives for fiscal year 2008-2009, and summary of action items into a one page summary of goals and objectives for the Board to review. The completed document will provide the Secretary with a better definition of expectations.

There being no further business before the Board, the meeting was adjourned at 10:01 a.m.

(A complete transcription of this meeting is available)

ATTESTED

APPROVED