



## **CIVIL SERVICE BOARD SPECIAL MEETING MINUTES**

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Monday, October 20, 2008

**MEMBERS PRESENT: Ross, Bodenhausen, Brantley and Russell**

**MEMBERS ABSENT: Wright**

**STAFF PRESENT:**

- Present** – Veronica Hodge, Office of Personnel Resource Management (pro tem Secretary, on the behalf of Civil Service Board Secretary Marcia Meyers)
- Present** - D. Jacquelyn Edwards, Office of Personnel Resource Management
- Present** - Andrea Ausberry, Office of Personnel Resource Management
- Present** – Jennifer Chin, Office of the City Attorney

A quorum being present, the meeting was called to order at 5:40 p.m.

### **1. OLD BUSINESS**

- a) **Approval of the Minutes from the Civil Service Board Meeting held on September 11, 2008.**  
A motion was made by Board Member Russell, seconded by Board Member Bodenhausen, to approve the September 11, 2008 Minutes. The motion carried.
- b) **Revised Civil Service Board Hearing Calendar**  
A motion was made by Board Member Russell, seconded by Board Member Brantley, to accept the calendar as presented. The motion carried.
- c) **Discussion of Two Minute Time Limit for Speakers**  
A motion was made by Board Member Russell, seconded by Board Member Bodenhausen, to allot three minutes with flexibility to expand or reduce the speaker's time based on the length of the agenda and on the Board's discretion.

### **2. CIVIL SERVICE BOARD HEARING**

A motion was made by Board Member Russell, seconded by Board Member Bodenhausen to meet in closed session for the Probationary Termination Hearing of Glen Wilmoth.

- a) **Probationary Termination pursuant to Civil Service Rule 6, Section 6.05 – Glen Wilmoth, Specialty Combination Inspector**

A motion was made by Board Member Russell, seconded by Board Member Bodenhausen go into Executive Session. The motion carried.

By general consent, in report out of executive Session, the Board requested the following from the Appellant and Respondent:

- i. Appellant Supplemental Response – Due November 3, 2008
- ii. Service International Union, Local 1021, Memorandum of Understanding
- iii. Performance Appraisal Timeline – Mandatory vs. Discretionary
- iv. Clarification of whether or not appraisals have to be in writing

Continuance of the Wilmoth, probationary termination hearing is scheduled for November 13, 2008. The probationary termination hearing for Jessica Robinson, Administrative Assistant I, Finance Management Agency has been postponed, date to be determined.

A motion to end the closed session was made by Board Member Russell, seconded by Board Member Brantley. The motion carried.

**OPEN FORUM:**

**ADJOURNMENT**

The meeting was adjourned at 7:32 pm.

*Andrea S. Ausberry*  
Board Recorder

**APPROVED: APPROVED NOV 13 2008**  
**CORRECTED:**