

CIVIL SERVICE COMMISSION

MINUTES

Date/Place: Monday, May 9, 2005

8:00 a.m.

City Hall, Human Resources, 2nd Floor

Present: Lucio Fuentez, Diane Hackbarth, Mary Lynne Donohue, Edward Surek

OPEN:

Chairperson Lucio Fuentez welcomed Mary Lynn Donohue and confirmed the information that she had received regarding Civil Service Commission responsibilities and rules. The Commission helps in the hiring of Department Heads, grievances, testing and procedures dealing with personnel.

1. Call meeting to order.

The meeting was called to order at 8:00 a.m. by Chairperson Lucio Fuentez.

2. Approve minutes of the previous meeting.

Motion to approve by Diane Hackbarth, second by Mary Lynn Donohue. Passed 2-0. (Mary Lynn Donohue abstained, as she is a new member of the Committee.)

3. Appointment of chairperson.

Motion by Mary Lynn Donohue to appoint Lucio Fuentez as chairperson, second by Diane Hackbarth. Passed 3-0.

4. Appointment of secretary.

Motion by Lucio Fuentez to appoint Diane Hackbarth as secretary. Second by Mary Lynn Donohue. Passed 3-0. Minutes will be taken by Judy Rudoll.

5. Quarterly Report (first quarter 2005).

Brief discussion of report. Ed Surek informed the Committee that Ald. Eldon Burg, Chairperson of Salaries and Grievances Committee, would like future quarterly reports to include the number of employees off work and receiving benefits under unemployment compensation and worker's compensation and the number of employees on layoff. Ed Surek will discuss further with Ald. Burg.

The Commission asked if it would be involved in hiring the Mayoral Administrative Assistant. Ed Surek said no, that the Commission was involved in hiring Department Heads and this is not a Department Head position.

6. Set date of the next Civil Service Commission meeting.

July 11, 2005 - 8 a.m. - City Hall/Human Resources Office.

The Commission will be working on Municipal Code Personnel Regulations and Benefits (Old Chapter 29). This will be handed out prior to the July 11 meeting.

Discussed status of future Department Head appointment renewals.

7. Adjourn.

Motion to adjourn by Diane Hackbarth. Second by Mary Lynn Donohue. Passed 3-0. The meeting adjourned at 8:25 a.m.

Approved: _____
Diane Hackbarth, Secretary

Date: _____

CC/ Committee
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