



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
MARCH 10, 2016**

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:30 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, March 10, 2016.

ROLL CALL

COMMISSION MEMBERS PRESENT: *Leslie Coyote*, Chairperson
 Fred Puhn, Vice-Chairperson
 Rafael Courtney, Commissioner
 David Garcia, Commissioner
 William Sendt, Commissioner

COMMISSION MEMBERS ABSENT: None

STAFF PRESENT: *Stacey Stevenson*, Director of Administrative Services
 Lilia Muñoz, Human Resources Analyst

REPRESENTATIVES PRESENT: None

SALUTE TO THE FLAG

Commissioner Courtney led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Regular Meeting of September 10, 2015

Action: Motion made by Courtney, seconded by Sendt, and unanimously carried to approve the regular meeting minutes of September 10, 2015. Abstained: Chairperson Coyote

REPORTS FOR FILE

**Personnel Report
Report of Vacancies**

Action: Motion made by Coyote, seconded by Courtney, and unanimously carried to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Commission to approve absence of Chairperson Coyote from Civil Service Regular Meeting of September 10, 2015 (per CS Bylaws Article III, Section 6)

Director Stacey Stevenson informed the Commission that this was an approved absence as established by their bylaws.

Action: Motion made by Courtney, seconded by Sendt, and unanimously carried to approve absence of Chairperson Coyote from Civil Service Regular Meeting of September 10, 2015. Abstained: Chairperson Coyote

B. Proposed amendment to Civil Service Rule II, Section 206A to allow for career advanceable progression from Junior Engineer-Civil to Assistant Engineer-Civil

Director Stacey Stevenson provided the Commission a background of the amendment to Civil Service Rule II, Section 206A and the reason to allow the career advanceable progression from Junior Engineer-Civil to Assistant Engineer-Civil. Discussion ensued and Director Stacey Stevenson answered questions from the Commission.

Action: Motion made by Sendt, seconded by Garcia, and unanimously carried to approve the proposed amendment to Civil Service Rule II, Section 206A to allow for career advanceable progression from Junior Engineer-Civil to Assistant Engineer-Civil.

ELECTION OF OFFICERS

Director Stacey Stevenson reminded the Commission that annually they elect a chair and a vice-chair, and in recent history the vice-chair has become the chair and a new vice-chair is elected.

Commissioner Courtney nominated Puhn for the Chairperson and the nomination was seconded by Coyote. There were no other nominations. All AYES. Vice-Chairperson Puhn is the new Chairperson.

Chairperson Puhn nominated Garcia for the Vice-Chairperson and the nomination was seconded by Courtney. There were no other nominations. All AYES. Commissioner Garcia is the new Vice-Chairperson.

STAFF COMMENTS

Director Stacey Stevenson thanked Chairperson Coyote for her commitment as chair. She also informed the Commission that if they want to do a report to the City Council her goal would be to provide them a preliminary draft of the report for their review at their next meeting.

COMMISSIONER COMMENTS

Commissioner Courtney thanked Chairperson Coyote for being the chair. Chairperson Coyote congratulated Chairperson Puhn and Vice-Chairperson Garcia.

ADJOURNMENT

Action: Motion made by Courtney, seconded by Coyote, and unanimously carried to adjourn the regular meeting at 6:02 p.m., Thursday, March 10, 2016, to the next regular meeting of the Civil Service Commission on Thursday, May 12, 2016, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



CHAIRPERSON

3/14/16

DATE APPROVED

Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.