



DENVER
THE MILE HIGH CITY

Career Service Authority
Denver's Human Resource Agency

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Career Service Authority Board Meeting #2154

MINUTES

Thursday, October 21, 2010

9:00 A.M.

Webb Municipal Building

201 W. Colfax, Fourth Floor, Room 4.F.6 & 4.G.2

Tom Bonner (Co-Chair)
Felicity O'Herron (Co-Chair)
Nita Henry
Colleen Rea
Patti Klinge

- I. Opening:** The Board meeting opened at 9:04 a.m.
 1. Approval of the Agenda for the October 21, 2010 Board Meeting
The Board unanimously approved the agenda for the October 21, 2010 meeting.
 2. Approval of the Minutes for the October 7, 2010 Board Meeting
The Board unanimously approved the minutes for the October 7, 2010 meeting with Board Member Klinge abstaining.
- II. Board Comments: None**
- III. Director's Briefing:**
 1. [CSA Records Management Policy](#) – CSA's Eduardo Arias gave an update on the CSA's new Records Management Policy.
 2. **HRS Quarterly Reporting Summary** – CSA's Nyle Boyd gave an update on the HRS Quarterly Reporting.
 3. **TOD Strategy on Supervisor/Manager Training Program** – CSA's Dani Brown gave a briefing on the DIA Training Program.
 4. **2011 Audit Plan** – Director Dolan briefed the Board on planned 2011 CSA audits by the Auditor's Office.
- IV. Public Comments: None**
- V. Approval to Post: None**

VI. Public Hearing:

1. **Classification Notice No. 1330** - The proposed change amends the Classification and Pay Plan by adding IT Project Manager I (811-I), IT Project Manager II (813-I), IT Project Manager III (815-I) and IT Program Manager (817-I). We are also changing the pay grade of Information Technology Systems Architect from 814-I to 815-I.

Melissa Fisher from CSA presented the information to the Board for approval. Terry Tanner & John Cook from Technology Services spoke in support of the change.

The Board unanimously approved Classification Notice No. 1330.

2. **Classification Notice No. 1332** – The proposed change amends the Classification and Pay Plan by adding Lead Heavy Equipment Mechanic (620-T).

John Hoffman from CSA presented the information to the Board for approval.

The Board unanimously approved Classification Notice No. 1332.

3. **Public Hearing Notice No. 420** – modify the existing base wage and fringe benefits for the following classifications of workers: “Baggage Handling System Maintenance series, Fuel Handler series, Furniture Mover series, and Landside Parking Electronics Technician”

Meredith Creme from CSA presented the information to the Board for approval.

The Board unanimously approved Public Hearing Notice No. 420.

VII. New Cases:

1. Elizabeth Hamilton vs. Department of General Services, Appeal Nos.100-09A and 107-09A – Request For Stay

The Board voted unanimously to deny the Request for Stay.

VIII. Pending Cases:

1. Clara Owens-Manis & Angelica Pettway vs. Dept. of Finance, Appeal Nos. 73-09A, 75-09A (Written Order Pending)

The Board issued a written order on this case.

2. James Ronald Smith vs. Department of Excise & Licenses, Appeal No. 14-10A

The Board voted unanimously to reverse the Hearing Officer decision with a written Order to follow.

IX. Executive Session:

The Board went into Executive Session at 10:10 a.m. to discuss personnel matters and cases.

The Board re-opened the Board Meeting at 10:45 a.m.

X. Adjournment:

The Board adjourned the Board Meeting at 10:48 a.m.