



**Career Service Authority Board Meeting #2155**

**MINUTES**

**Thursday, November 4, 2010**

**5:00 P.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) (Absent)**  
**Nita Henry**  
**Colleen Rea**  
**Patti Klinge**

**I. Opening:** The Board meeting opened at 5:05 p.m.

1. Election of new CSA Board Co-Chairs

*The Board tabled this item until next meeting for further discussion.*

2. Approval of the Agenda for the November 4, 2010 Board Meeting

*The Board unanimously approved the agenda for the November 4, 2010 meeting.*

3. Approval of the Minutes for the October 21, 2010 Board Meeting

*The Board unanimously approved the minutes for the October 21, 2010 meeting.*

**II. Board Comments: None**

**III. Director's Briefing:**

1. CSA Annual Summary of Activity

*Director Dolan gave a briefing on CSA's 2010 activity as well as future 2011 projects including Shared Services, Total Comp, Performance Management, Records Management, Budget, Wellness, Rule Changes, Benefits, Communications, Recruiting, Green Initiatives, 5281 Award Presentation, Quarterly Reporting, Onboard Process, Employee Relations and Management Training.*

*The Board had a discussion around the Recruiting process and the efforts to streamline it through rule changes & administrative changes.*

**IV. Public Comments: None**

**V. Approval to Post: None**

1. Revisions to Rule 13 PAY FOR PERFORMANCE in order to implement the common anniversary date.

*Peter Garritt from CSA presented the information to the Board for approval and went step by step through the process of the changes to the performance evaluation process and stated that this was the last piece of the Total Comp changes. Mr. Garritt also explained the Merit table changes to assist agencies with employee increases within their agency budget, the relevant dates associated with the various changes and the appeal process.*

*The Board asked various questions concerning the current and the new process concerning the PEP/PEPR process and management responsibility. The Board also thought it would be a good idea to add some language around the PIP process for Failing and Below Expectations employees.*

*Mr. Garritt stated that there might be additional changes made to the proposal before the Public Hearing at the November 18, 2010 CSA Board Meeting.*

*The Board unanimously approved for posting.*

**VI. Public Hearing: None**

**VII. New Cases:**

1. Elizabeth Hamilton vs. Department of General Services, Appeal Nos.100-09 and 107-09 – Motion to Compel Reinstatement

*The Board voted unanimously to grant the motion.*

**VIII. Pending Cases:**

1. James Ronald Smith vs. Department of Excise & Licenses, Appeal No. 14-10A (Pending a written opinion)

*The Board issued a written opinion in this case.*

**IX. Executive Session:**

*The Board went into Executive Session at 6:30 p.m. to discuss personnel matters and cases.*

*The Board re-opened the Board Meeting at 6:55 p.m.*

**X. Adjournment:**

*The Board adjourned the Board Meeting at 6:57 p.m.*