



Career Service Authority Board Meeting #2180

MINUTES

Thursday, November 17, 2011

9:00 A.M.

Webb Municipal Building

201 W. Colfax, Fourth Floor, Room 4.G.2

Patti Klinge (Co-Chair)
Colleen M. Rea (Co-Chair) (Absent)
Nita Henry
Michelle Lucero
Amy Mueller (Absent)

- I. Opening:** The Board meeting opened at 9:07 a.m.
 1. Approval of the Agenda for the November 17, 2011 Board Meeting
The Board unanimously approved the agenda for the November 17, 2011 meeting.
 2. Approval of the Minutes for the October 20, 2011 Board Meeting
The Board will approve the October 20, 2011 Minutes at a future meeting due to a lack of a quorum present at that meeting.
 3. Approval of the Minutes for the November 3, 2011 Board Meeting
The Board will approve the November 3, 2011 Minutes at a future meeting due to a lack of a quorum present at that meeting.
- II. Board Comments: None**
- III. Public Comments: None**
- IV. Approval to Post: None**

V. Public Hearing:

1. **Classification Notice No. 1351** - The proposed change amends the Classification and Pay Plan by adding City Council Legislative Analyst (812-A) and deleting Professional Services Supervisor (811-A).

CSA's Melissa Fisher presented the information to the Board for approval.

The Board voted unanimously to approve Classification Notice No. 1351.

2. **Classification Notice No. 1352** - The proposed change amends the Classification and Pay Plan by adding Lead Information Technology Technician (620-1).

CSA's Melissa Fisher presented the information to the Board for approval.

The Board voted unanimously to approve Classification Notice No. 1352.

VI. Director's Briefing:

1. Recruiting Rule 3 Presentation

CSA's Yvette Martinez, Roberta Monaco & Kelli Hathaway briefed the Board on proposed changes to Rule 3. The Board had a discussion around the changes, roles and training necessary to ensure a fair hiring process. CSA staff will be making some changes and will bring before the Board at a future meeting for Approval to Post.

VII. New Cases: None

VIII. Pending Cases:

1. Vern Howard v. Parks and Recreation, Petition for Review

The Board reversed the Hearing Officer's decision with a written Order to follow.

IX. Executive Session:

The Board went into Executive Session at 10:00 a.m. to discuss personnel matters & cases.

The Board re-opened the Board Meeting at 11:40 a.m.

X. Adjournment:

The Board adjourned the Board Meeting at 11:41 a.m.