

Career Service Authority Board Meeting #2066
Minutes
Thursday, February 1, 2007
9:00 A.M.
Webb Municipal Building
201 West Colfax, Fourth Floor, Room 4.F.6

Present: Co-Chair Ashley Kilroy
Co-Chair Nita Henry
Kit Williams (absent)
Tom Bonner
Luis Toro

I. Opening The Board opened the meeting at 9:08 am.

A. Approval of Agenda – February 1, 2007

Board approved unanimously the amended agenda for the February 1, 2007 Board meeting.

B. Approval of Minutes – January 18, 2007

Board approved the minutes for the January 18, 2007 Board meeting with Mr. Toro abstaining since he was not present at the last meeting.

II. Board Comments: None

III. Director's Briefing:

A. Public Hearing Notice 341 - Rule 3 & 4 will not be held today because there were technical problems in getting the recommendations posted. It will be re-posted for a date beyond the February 15th meeting. This turn of events has turned out to be a blessing because it provided the opportunity for staff to incorporate additional feedback into the recommendations prior to re-posting. City Attorney Steven Moore needs to review the re-draft for legality and will not be available for the Feb 15th meeting. Additionally, CSA Director will not be at the March 1st meeting so the public hearing will occur after that date.

B. The Employee Relations Division Director is being re-posted for recruitment through the month of February. Due to budget restrictions we are putting greater focus on local candidates. We expect to have better success with this recruitment since it is not during the holidays and the end of the year.

C. CSA director and senior staff will be visiting the senior staff in the agencies and departments to provide the dashboard scorecards and Employee Attitude results as well as get feedback from about what CSA is doing well and what it can do better. CSA will provide whatever support the agency/department needs to address the results of the dashboard and attitude survey metrics.

D. Steve Gunderson will be leaving CSA, he is the CSA's Records Supervisor. He has been a great leader who came to CSA and helped stabilize the work and the operations in the Records Management section.

IV. Public Comments: None

V. Items for Public Hearing and Board Approval:

A. Classification Notice 1213 - The proposed change amends the Classification and Pay Plan by abolishing Deputy Manager of Aviation for Marketing and Government Affairs. Class/Comp Bruce

Backer made the recommendation to abolish because another class was created a couple of weeks ago. No speakers were registered or signed in to speak.

The Board approved unanimously Classification 1213.

- B. Public Hearing Notice 340** – Base pay/fringe benefits change for the prevailing wage classification of “Transit Technician.” CSA analyst Hameed Pousti made the recommendation to update the wages as posted. No speakers were registered or signed in to speak.

The Board approved Public Hearing Notice 340. Board Member Tom Bonner abstained.

- C. Public Hearing Notice 341** - Recruitment and Examination - Rule 3 and Certification - Rule 4 **will be reposted for a future Board meeting.** See comments in director’s briefing above.
- D. Public Hearing Notice 342** - Addition of a Merit Payment concept that would provide a 1% merit payment to employees rated as successful and would not otherwise be entitled to a pay increase. **This will be reposted and scheduled for the February 15, 2007 Board meeting at 9:30 a.m.**

VI. Presentations to the Board:

- A. Mercer Update – Bruce Backer, Benefits Manager** – Last November, a Mercer employee had a laptop locked in the trunk of a rental car that had Denver employee dental claims information including social security numbers. Mercer is the Broker who assists with the negotiation of the City of Denver health insurance. A company called “ID TheftSmart” was hired by Mercer to help employees make appropriate preparations and take appropriate actions for a year. The Board expressed great dismay on the time it took Mercer to inform the City, and waiting months to take action.
- B. Flex Update – Bruce Backer, Benefits Manager** – When CSA began contracting with Denver Reserve last year for flex plan administration, the company was being acquired by another company named “Pay Flex.” We were assured that it would be a seamless transition, but this turned out not to be true. When they went through a recent data conversion process, it did not go smoothly. There has been a delay in City employees being able to process flex claims, particularly when they use the debit/credit cards. In addition, when employees who are experiencing problems call Pay Flex, they are not able to get through because the problem is so massive that all their phone lines are full. This is affecting approximately 2,000 employees. Bruce Backer stated if they are not able to get things in order by the end of the week, we may need to go somewhere else, and we are exploring alternatives at this time. Prior to this time, Denver Reserve service has been perfectly flawless.

The Board observed that the problem CSA is having is due to the **out sourcing/contracting** of these services and inquired if that would make CSA reconsider the fact of out sourcing/contracting out the work. Mr. Backer said that Mercer is a major broker that has influence in the negotiating of insurance benefits. With respect to the Transfer/Franchise approval clause in contracts, in the future, we will have the City Attorney’s Office write and review the contracts so if and/or when a company is bought out the contract is terminated. Mr. Backer said the problem was what the company (Pay Flex) said would occur during the transition, did not happen.

- C. HR study – Bruce Backer, Class/Comp Manager** – CSA hired a firm about a year ago to conduct a classification and pay study and the results will be brought to the Board at its next meeting, February 15, 2007. Mr. Backer will e-mail recommendations to the Board today. (Classification Notice 1218)

VII. New Case:

- A. Michael Delmonico, Appellant vs. Denver Sheriff’s Department, Appeal No. 53-06** – *The Board acknowledged the case and the review of this will be at the next Board meeting.*

VIII. Pending Case:

- A. Padilla vs. Risk Management, Dept. of Budget and Management, and the City and County of Denver**, a municipal Corporation.

Board approved unanimously moved to deny petition for review and modify Hearing Officer’s decision and otherwise affirm Hearing Officer’s decision.

IX. Executive Session at 9:47 a.m. and reconvened at 11:32 a.m.

X. Adjournment - Adjourned at 11:33 a.m.

XI. Additional Information - None