

Career Service Authority Board Meeting #2090
Minutes
Thursday, February 7, 2008
5:00 p.m.
Webb Municipal Building
201 W. Colfax, Fourth Floor, Room 4.F.6 and 4.G.2

Board Members:

Co-Chair Tom Bonner (meeting Chair)

Co-Chair Luis Toro

Ashley Kilroy

Nita Henry (absent)

Kit Williams

I. Opening: The Board opened the meeting at 5:00 p.m.

A. Approval of the Agenda for the February 7, 2008 Board Meeting

The Board approved unanimously the agenda for the February 7, 2008 meeting.

B. Approval of the Minutes for the January 17, 2008 Board Meeting

The Board unanimously approved the minutes for the January 17, 2008 Board meeting.

II. Board Comments: None

III. Director's Briefing:

A. Centralized Payroll- Linda Misegadis from the Controllers Office presented the direction of the centralized payroll status. The goal in 2008 is to centralize all human resource support (HR) and payroll positions. A website has been developed relating to what is happening with the centralization for employees to review. The Controller's Office has also created a steering committee that incorporates a number of HR professionals from different agencies to go through process. There have been a number of meetings with payroll personnel to update them on what exactly is happening, and to date only a handful of employees have taken advantage of what has been offered, such as resume writing. They have had meetings with agencies to explain more in depth what is going on and what their plan is. All jobs have been posted and a supervisory position has been filled with more interviews to follow. Ms. Misegadis commented that CSA has been a great support. Board member Williams wanted clarification about the quality of service because of centralization. Ms. Misegadis commented that as issues arise while they have been out in meetings, they have been responded to immediately by staff. They are also going to use CRM to track trends in the issues that arise and will use focus groups to help remedy the issues. Board member Bonner wanted to know why the outreach has not been taken advantage of and Ms. Misegadis commented that she does not know but it could be because employees were uncertain about things. Board member Bonner commented that the in-house changes seem to be going smoothly. Ms. Misegadis ended stating that they are also working closely with Marcia Cunningham to streamline the on boarding process for new employees.

- B. Peter Garritt, Employee Relations Supervisor updated the board briefly on the Family Medical Leave amendment for immediate family of military personnel. This amendment would extend protection to family members of servicemen and a fifth reason being any “qualifying exigency”, which has not been defined as of now and is currently being looked over in Washington to be released at a later date. This amendment also creates 26 weeks to care for a covered service member which needs to be an immediate family member, which can only be used once a year. Mr. Garritt has put together a communication that will explain what the law is but the Career Service Rules will not be changed until amendment is known. DOL has forwarded new regulations that will clarify some of the existing law. Qualifying exigency is not in effect yet but the family leave for military is. Mr. Garritt and Ms. Brown will take this to the HR steering committee.
- C. Valerie McNaughton briefed the Board on the Hearings Office Tracking Software. For a year they have been working with Ben Pina and Tech Services to develop software to track their deadlines in-house with no results. Ms. McNaughton found a program through LawToolBox that works hand-in-hand with our Outlook system. This allows six users to see established deadlines that track various aspects of appeals/cases. The cost is \$200 dollars for the year. Jimmy Ferrer will be setting up the system and training is scheduled for Monday, February 4th at 11:00 am. Linda Tizon, Deb Saraceno, Peter Garritt, and Linda Davison will be the primary users. Ms. McNaughton stated this would leave one user open and offered this to the Board, which was declined. Board Member Toro suggested that Ms. Davison be their liaison for now, and that the deadlines are important yet most hearings will not be presented to the Board. Board Member Bonner agreed, and believes that this will be a useful tool to keep order and track of hearings for the Board. Board Member Williams asked how this software would affect Outlook email systems, if it would bog it down, and Ms. McNaughton said this would not affect the memory of the email system. Board Member Kilroy stated this would assist her on when the statute of limitations is coming up. Ending, Ms. McNaughton commented that there is plenty of room for the Hearings Office to personalize the software.

Boarded adjourned at 5:25 p.m. until 5:30 p.m. for the Public Hearing

IV. Public Comments: None

V. Public Hearing: Board Meeting reopened at 5:30 p.m.

A. Public Hearing Notice – No. 360, Notice of Prevailing Wages for DIA Transit Technician class of workers presented by Hameed Pousti, CSA Comp/Class Analyst presented change.

<u>Classification</u>	<u>Current</u>		<u>Proposed</u>	
	<u>Base Wage/hr</u>	<u>Fringes/hr</u>	<u>Base Wage/hr</u>	<u>Fringes/hr</u>
Transit Technician-Entry	\$20.60	\$5.38	\$20.93	\$5.57
Transit Technician-Senior	\$22.47	\$5.60	\$22.83	\$5.80
Transit Technician-Lead	\$23.50	\$5.72	\$23.87	\$5.92

Elevator Repairer	\$33.30	<5yrs = \$18.11 >5yrs = \$18.78	\$34.71	<5yrs = \$19.62 >5yrs = \$20.31
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There were no speakers.

The Board approves unanimously to adopt change to prevailing wages.

VI. New Cases: None

VII. Pending Cases:

A. A. Geoffrey Strasser vs. Department of Parks and Recreation, and the City and County of Denver, Appeal # 44-07.

Hold for review on February 21, 2008 Board Meeting.

VIII. Executive Session:

Board went into executive session at 5:35 p.m. Board reopened meeting and back on record at 6:10 p.m.

IX. Adjournment:

Board adjourned at 6:11 p.m.