



**Career Service Authority Board Meeting #2141**

**MINUTES**

**Thursday, April 1, 2010**

**5:15 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**  
**Patti Klinge**

- I. **Opening:** The Board meeting opened at 5:16 p.m.
  1. Approval of the Agenda for the April 1, 2010 Board Meeting  
*The Board unanimously approved the agenda for the April 1, 2010 meeting.*
  2. Approval of the Minutes for the March 18, 2010 Board Meeting  
*The Board unanimously approved the minutes for the March 18, 2010 meeting.*
- II. **Board Comments: None**
- III. **Director's Briefing:**
  1. *Director Dolan stated that CSA staff is in the process of preparing their Quarterly Reporting strategy as well as the CSA Organizational Development strategy and will continue to keep the Board advised.*
- IV. **Public Comments: None**
- V. **Approval to Post: None**

**VI. Public Hearing:**

1. **Classification Notice No. 1323** - The proposed change amends the Classification and Pay Plan by changing the pay grade of Branch Manager from 807-A to 808-A.

*Pat Anderson from CSA presented the information to the Board for approval.*

*The Board unanimously approved Classification Notice No. 1323.*

2. **Classification Notice No. 1324** - The proposed change amends the Classification and Pay Plan by adding Materials Laboratory Administrator (813-E) and Senior Project Inspector (812-E), changing the pay grade of Project Inspector from 809-E to 811-E, changing the pay grade of Senior Engineering Associate from 809-E to 811-E and changing the pay grade of Materials Tester from 617-E to 619-E, changing the title and pay grade of Senior Drafter (618-E) to Computer Aided Drafting Technician (620-E). Lastly, we are deleting Drafter (616-E).

*Pat Anderson from CSA presented the information to the Board for approval.*

*The Board unanimously approved Classification Notice No. 1324.*

3. **Classification Notice No. 1325** - The proposed change amends the Classification and Pay Plan. Based upon a market analysis it is recommended that changes be made to the Classification and Pay Plan which includes range and step adjustments and pay grade changes.

*Blair Malloy & Roberta Monaco from CSA presented the information to the Board for approval with the addition of Classification Notices 1321, 1322, 1323 & 1324.*

*The Board unanimously approved Classification Notice No. 1325.*

**VII. New Cases:**

1. **Clara Owens-Manis and Angelica Pettway vs. Department of Finance, Appeal Nos. 73-09, 75-09 – Request for Stay**

*The Board unanimously denied the Request for Stay.*

2. **Raechel Anderson vs. Office of Economic Development, Appeal No. 102-09**

*This case will be decided at a future meeting.*

**VIII. Pending Cases:**

1. **Robert F. Augustine vs. Department of Public Works, Appeal No. 24-09**

*The Board unanimously affirmed the Hearing Officer's decision.*

**IX. Executive Session:**

*The Board went into Executive Session at 5:57 p.m. to discuss personnel matters and cases.*

*The Board re-opened the Board Meeting at 6:30 p.m.*

**X. Auditor Discussion:**

*The Auditor's Office staff questioned the Board on Board procedures and gave the Board an update on the status of their audit. The Auditor's Office staff stated that they would be bringing their findings to the Board at a future meeting.*

**XI. Adjournment:**

*The Board adjourned the Board Meeting at 6:55 p.m.*