

CIVIL SERVICE COMMISSION

MINUTES

Thursday – November 15, 2012 – 5:30 p.m.

Reno City Hall – Room 709

One East First Street, Reno, Nevada

MEMBERS

L.D. Lovett, Chair
Jeannie Atkinson, Vice Chair
Maureen Cole
Milven Hooper
Jenny Martinez
Bertha Mullins
Ric Bailey, Chief Examiner

1. CALL TO ORDER/ROLL CALL

Chair Lovett called the meeting to order at 5:30 p.m. A quorum was established.

MEMBERS PRESENT: Jeannie Atkinson, Milven Hooper, L.D. Lovett, Jenny Martinez and Bertha Mullins.

MEMBERS ABSENT: None.

MEMBERS EXCUSED: Maureen Cole.

POSITIONS VACANT: One.

ALSO PRESENT: Ric Bailey – Chief Examiner; Jo Ann Malugani – Civil Service Technician; Marc McBee – Public Works; Susan Rothe – Deputy City Attorney and Renée Ruņgis – Director of Human Resources.

2. **PUBLIC COMMENT** – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.

None.

3. APPROVAL OF AGENDA (For Possible Action)

It was moved by Commissioner Mullins, seconded by Commissioner Hooper, to approve the November 15, 2012 agenda as written. The motion carried: Vice Chair Atkinson, Commissioners Hooper, Martinez, Mullins and Chair Lovett assenting; Commissioner Cole excused.

4. LIAISON REPORT*

Deputy City Attorney Susan Rothe announced that Councilperson Dwight Dortch is going to be our liaison. It wasn't known in time to notify him of this meeting, but he will be notified of our next meeting.

5. **MINUTES** – *Approval of the October 25, 2012 regular meeting minutes. (For Possible Action)*

It was moved by Vice Chair Atkinson, seconded by Commissioner Mullins, to approve the October 25, 2012 minutes as submitted. The motion carried: Vice Chair Atkinson, Commissioners Martinez, Mullins and Chair Lovett assenting; Commissioner Hooper abstaining and Commissioner Cole excused.

CONSENT AGENDA (For Possible Action)

- A. Request to approve revised minimum qualifications for Police Lieutenant. (For Possible Action)
- B. Request to be placed on the re-employment list for Public Works Construction Inspector from James Pehrson. (For Possible Action)

It was moved by Commissioner Mullins, seconded by Vice Chair Atkinson, to approve Consent Agenda Items A and B as submitted.

Chief Examiner Bailey requested that the Commission approve the minimum qualifications as submitted which is an Associate's degree or 60 college credits from an accredited college or university. The scoring rubric will be done administratively.

The motion carried: Vice Chair Atkinson, Commissioners Hooper, Martinez, Mullins and Chair Lovett assenting; Commissioner Cole excused.

7. REGULAR AGENDA

7-A. *Nomination and election of Commission Chair and Vice-Chair pursuant to Rule I – Commission Organization, Section 1. Commission Chair. (For Possible Action)*

It was moved by Commissioner Mullins, seconded by Commissioner Hooper, to nominate Jeannie Atkinson as Chair of the Commission. The motion carried: Vice Chair Atkinson, Commissioners Hooper, Martinez, Mullins and Chair Lovett assenting; Commissioner Cole excused.

It was moved by Vice Chair Atkinson, seconded by Commissioner Hooper, to nominate Bertha Mullins as Vice Chair of the Commission. The motion carried: Vice Chair Atkinson, Commissioners Hooper, Martinez, Mullins and Chair Lovett assenting; Commissioner Cole excused.

7-B. *Discussion regarding possible rule change options relating to minimum qualifications/job classification requirements, evolution of duties and related matters, which may occur as a result of operational streamlining due to lack of budgetary funding, layoffs, or for other reasons and possible direction thereon. (For Possible Action).*

Chief Examiner Bailey stated the Commission had discussed dealing with rule amendments and there might be some issues that may be coming up. It's actually a calendaring of potential events. Perhaps the Commission may want to consider this or they may want to consider this as something they prefer to discuss at a later date.

Commissioner Mullins requested that we consider it as a workshop, but not at one of our regular meetings.

Vice Chair Atkinson stated she agrees. There are some rules at this point in time that really should not be addressed because we are working within a cycle of that rule. We are reinstating. It seems

like it would be terribly unfair to alter a rule midstream. So those rules need to be set aside and allowed to run their legitimate course and then come back and see if it worked the way we felt it should have. Is it broken in any way or did it work effectively. Other rules – there has to be discussion as to how we got to those current rules and what motivates modifying those rules. There is a tremendous amount of inter linkage between rules and there is history that goes with that. We can do a fair job of discussion of that in a short meeting.

Chief Examiner Bailey stated that we have the Charter language that is going to be approved by the State Legislature.

Deputy City Attorney Susan Rothe stated we want to see what happens there.

Chief Examiner Bailey stated we left the Charter open so that we define more of what we do rather than the Charter and that may mean that we want to expand or contract the language. It might be prudent to see how the Legislature treats the Charter language and then see if we need to make some rule accommodations based on that Charter.

Vice Chair Atkinson stated that there are enough rules that it may be advantageous to take a section at a time or to do it on a critical incident basis.

Deputy City Attorney Susan Rothe advised that we have your direction and can revisit when the time is right, as soon as the reinstatement time runs and we know more what the Legislature does with the Charter.

Vice Chair Atkinson stated that she would like to see City management participate fully in the process as well as the employee side. Our function is a partner to both the employee and the management side as a means of facilitating the organization getting the job done.

Chief Examiner Bailey stated that one of the most sincere efforts that we can put out there to management and employees is to say, “These are your rules.” We will implement them for you, but these are the employees’ and managers’ rules. We are serving them.

Chair Lovett stated that his concern is that if you have rules and policies and procedures and they are written for everyone to see – employees and management. My concern is that management should be held to the same accountability as the employee. There are some exceptions, but when you have rules already, they are there for a reason. We are supposed to reach a fair decision based on policies, procedures and the rules and that is supposed to be applied equally to the employees and management. The rules should be clear as to what recourse we have. If we think the rules are not appropriate or outdated then we should have a workshop to change those.

8. IDENTIFICATION OF FUTURE AGENDA ITEMS

None.

9. SET NEXT MEETING DATE (For Possible Action)

The next regular meeting of the Civil Service Commission is Thursday, December 13, 2012 at 5:30 p.m.

Commissioner Martinez stated that she may not be able to attend on that date and time.

10. PUBLIC COMMENT – This is for general public comment limited to items that do not appear on the agenda and is limited to no more than **three (3) minutes** for each commentator. Pursuant to NRS 241.020, no action may be taken upon a matter raised under this item until the matter has been specifically included on an agenda.

Marc McBee, Maintenance Technician, stated that the first phase of the remodel/move to City Hall is done. Their first phase of bringing in signage will be this Saturday. That includes the signs for Civil Service.

Chief Examiner Bailey stated they did a fantastic job taking care of us.

Renée Ruņģis, Director of Human Resources, stated that from a staff perspective that Building Maintenance has done a fabulous job in rearranging everyone in City Hall and catering to everyone's whims. They have worked really, really hard and long hours to get this accomplished in a short period of time.

11. ADJOURNMENT (For Possible Action)

Chair Lovett adjourned the meeting at 5:50 p.m.

Jeannie Atkinson, Chair

Date