

# CIVIL SERVICE COMMISSION

## MINUTES

Thursday – December 13, 2012 – 5:30 p.m.

Reno City Hall – Room 709

One East First Street, Reno, Nevada

### MEMBERS

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

#### 1. CALL TO ORDER/ROLL CALL

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

**MEMBERS PRESENT:** Jeannie Atkinson, Maureen Cole, Milven Hooper, Jenny Martinez and Bertha Mullins.

**MEMBERS ABSENT:** None.

**MEMBERS EXCUSED:** None.

**POSITIONS VACANT:** Two.

**ALSO PRESENT:** Ric Bailey – Chief Examiner; Councilperson Dwight Dortch; L.D. Lovett; Jo Ann Malugani – Civil Service Technician; Susan Rothe – Deputy City Attorney and Renée Ruņģis – 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 Cole, to approve the December 13, 2012 agenda as written. The motion carried unanimously.*

#### 4. LIAISON REPORT

Councilperson Dortch asked the Commission what kind of information they would like for him to bring in his report.

Chair Atkinson responded that one thing that Pierre would bring to us that was really valuable were items that would give us a heads up as to what was happening with the budget, particularly because sometimes the impact is on an employee. When that hits an employee then that's going to rollover, and to some extent, impact this Commission. If we can get a heads up if there are things that we need to be attending to then we can actually get started and make sure that we are working in tandem with the City.

Chair Atkinson stated that Pierre also sometimes just talked about how the City was doing in a more global context. That is helpful so that we can carry truth from here out into the public because people do tend to ask us at times. It was also helpful when we had issues or potential

conflicts that we could go to Pierre and sit down and have a discussion and sometimes invite his assistance.

Commissioner Mullins stated that sometimes the Chair of the CSC would have a meeting, as needed, together (with Pierre) to discuss items that might need attention. Also, the Chair and Pierre would set up times with the Council as an opportunity to share and develop a relationship. Commissioner Mullins stated that moving forward she would like to see that happen between Chair Atkinson and Dwight and then, if necessary, the Council.

Chair Atkinson stated that the CSC functions as a partner to the City. We really are here to help the City succeed and, at the same time, to ensure that the rules which we adopt through a laborious process are applied uniformly and consistently so that employees also have some indication of what they can reasonably expect under certain circumstances. From her perspective she thinks the Commission could hamstring the City under the wrong circumstances. It is vitally important as a Commission that we do have an opportunity and voice, at times, and not be dismissed. She is not suggesting that has happened in recent years.

Chair Atkinson stated that she hoped that Councilperson Dortch would be our voice with Council so that they don't dismiss us or the job that we do.

Commissioner Martinez stated that she appreciated that Pierre was a voice for us on the Council.

Chair Atkinson asked Councilperson Dortch how we could be of service to him because we need to know also if there is something that works well or something that does not work well. That feedback is really important. Chair Atkinson stated that Renée works well with us also.

Renée Ruņģis, Director of Human Resources, stated that she appreciates the role of the Commission. She knows that we have a very difficult job and sometimes are put in a tough spot. Ms. Ruņģis stated that we are thoughtful and process the issues and weigh both sides. From a staff perspective, she really appreciates that and she knows that the City does as a whole.

## **5. RECOGNITION OF LD LOVETT**

Chief Examiner Bailey stated that, personally, LD has always been a mentor to him and a very effective leader here. That created a very good friendship, too. For a lot of us that have been in the department, LD has been more than kind and extremely effective in showing us how much he cares about what we do on a daily basis.

Chief Examiner Bailey presented LD with a gavel.

LD stated he appreciated the gift. LD stated that it has been a privilege working with the whole group and especially Ric and his staff. When he first started Mary was here, then Sandra, Jewel and now Jo Ann. During that whole time they have all been very supportive of the group and we could not do the things we do at this meeting without Ric and his staff.

LD stated that he has known Hooper and Bertha for years. He began working with Jeannie when she was in Human Resources and she would come before the meetings and give her

presentations. He started with Tracy (Chase), and Don (Christensen) used to float in and out. LD stated that it has been a pleasure working with Susan (Rothe). The counsel that she has given the group from a legal standpoint has been really important. She has probably kept us out of some trouble. LD advised Jenny that as the latest one joining the group to make sure that her voice is heard. He has also known Maureen for a long time. It is a very good and diverse group. LD stated that when he would call in with questions he appreciated the time Jo Ann would take to answer those questions for him. LD stated that it was a pleasure working with Renée, and he appreciated that she has been able to provide us with a list of the temporary employees.

LD stated that it has been a really good experience for him. He is not going to be looking back, but moving forward.

Chair Atkinson stated that LD has led us with clarity and integrity, and she only hopes that she can bring the same to the Commission.

6. **MINUTES** – *Approval of the November 15, 2012 regular meeting minutes. (For Possible Action)*

***It was moved by Commissioner Hooper, seconded by Commissioner Martinez, to approve the November 15, 2012 minutes as submitted. The motion carried: Chair Atkinson, Commissioners Hooper, Martinez and Mullins assenting; Commissioner Cole abstaining.***

## 7. **CONSENT AGENDA**

- A. Request to approve employee confirmations. (For Possible Action)
- B. Request to approve minimum qualifications and probationary period for Fire Equipment Service Writer. (For Possible Action)
- C. Request to be placed on the re-employment list for Firefighter from Jesse Rowan. (For Possible Action)

***It was moved by Commissioner Mullins, seconded by Commissioner Cole, to approve Consent Agenda Items A, B and C as submitted. The motion carried unanimously.***

## 8. **IDENTIFICATION OF FUTURE AGENDA ITEMS**

Chair Atkinson requested that the report due back to the Commission on the fallout regarding Mr. Sayyed's administrative complaint be postponed until our February meeting as she will not be present at our January meeting.

Renée Ruņģis, Director of Human Resources, stated that would work for her.

## 9. **SET NEXT MEETING DATE (For Possible Action)**

The next regular meeting of the Civil Service Commission is Thursday, January 24, 2013 at 5:30 p.m.

**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.

Chair Atkinson stated she is curious about how we are doing on the vacancies on the Commission.

Chief Examiner Bailey stated that he has checked with the City Clerk. She has not reported any applications coming in yet. She has run the ads. She has run ads in one of the Hispanic newspapers as well. He did go to the Northern Nevada Human Resources Association yesterday morning and gave a quick spiel on the Commission and left flyers there with information. He did speak with one gentleman who had a lot of interest.

Councilperson Dortch commented that they were talking amongst the Council members yesterday (Lynnette Jones had brought it up.) that we need to find a couple of Commissioners. Some of the Council members stated they might have some ideas.

Commissioner Martinez inquired about the progress on software issues with posting agendas and minutes.

Chief Examiner Bailey stated that has been handled.

**11. ADJOURNMENT (For Possible Action)**

Chair Atkinson adjourned the meeting at 5:53 p.m.

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Jeannie Atkinson, Chair

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Date