



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
MONDAY, October 27, 2014**

1. CALL TO ORDER

The meeting was called to order at 5:03 p.m. by Board President Peter Horikoshi.

2. ROLL CALL:

PRESENT: President Peter Horikoshi, Vice President Dean Batchelor, Members Linda McHugh, Marguerite Malloy, Zara Santos

STAFF PRESENT: Jill Kovacs, Acting Human Resources Director and Executive Secretary to the Board
Stephanie Garrabrant-Sierra, Administrative Services Director
Beth Fritz, Administrative Assistant II
Michael Roush, Attorney – Civil Service Board Legal Counsel
Chris Low, Senior Human Resources Analyst-AMP
Tiffany Ilacqua, Human Resources Analyst I
Monica Selles, Human Resources Analyst II
Sharlene Shikhmuradova, Administrative Technician II
Terry Flippo, ACEA Representative

3. MINUTES:

A. Approval of Minutes of the Regular meeting of July 2, 2014.

Member McHugh moved that the July 2, 2014 Minutes be approved. Motion was seconded by Member Malloy which was passed by a 5-0 vote.

4. CONSENT CALENDAR:

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR OCTOBER 27, 2014.

4-A-i. ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
Administrative Technician I (Media and Communications Technician)	06/30/2014	2014-16
Apprentice Line Worker	06/02/2014	2014-09PR
Assistant General Manager - Energy Resources Planning	09/02/2014	2014-23
City Engineer	06/26/2014	2014-07
Electrical Maintenance Technician	07/01/2014	2014-14
Fire Captain	07/03/2014	2014-11PR
Maintenance Worker I	07/28/2014	2014-20
Paralegal	07/27/2014	2014-22
Permit Technician I	09/04/2014	2014-28
Public Safety Communications Supervisor	08/12/2014	2014-30PR
Public Safety Dispatcher	06/25/2014	2014-10
Public Works Coordinator	06/19/2014	2014-17
Recreation Manager	07/10/2014	2014-18
Recreation Services Specialist	09/02/2014	2014-25
Senior Utility Accountant	09/02/2014	2014-32
System Dispatcher	07/02/2014	2014-15
Technology Services Coordinator (CAD/RMS/MDT Specialist)	08/19/2014	2014-24
Police Officer		
Brandon Hansen	07/08/2014	2012-33
Darryl DeRespini	07/08/2014	2013-05
Pierce Hanson	07/08/2014	2013-05
Patrick Helfrick	07/08/2014	2013-05
Tyler Horn	07/08/2014	2013-05
Brent McCord	07/08/2014	2013-05
Erik Rasmussen	07/08/2014	2013-05
Jeannette Cazares	09/11/2014	2013-20PT
Joseph Couch	09/11/2014	2013-20PT
4-A-ii. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Division Chief	02/04/2014	2013-39PR
Finance Supervisor	11/13/2013	2013-32
Fire Apparatus Operator	07/03/2013	2013-11PR
Intermediate Clerk	10/09/2013	2013-30
Planner I	03/06/2014	2014-02
Police Lieutenant	02/06/2014	2013-40PR
Police Sergeant	03/05/2013	2013-03PR
4-A-iii. ELIGIBLE LIST EXPIRED/ CANCELLED/EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Assistant City Attorney	03/03/2014	2013-42
City Engineer	06/26/2014	2014-07
Code Compliance Officer	08/14/2013	2013-23
Combination Building Inspector	02/18/2014	2013-43
Economic Development Manager	02/03/2014	2013-36
Line Working Supervisor	03/06/2014	2014-03
Maintenance Worker II	10/01/2013	2013-27
Meter Service Technician	07/29/2014	2014-26PR
Recreation Manager	07/10/2014	2014-18PR
Senior Account Clerk	04/08/2014	2014-06
Substation and Meter Supervisor	03/03/2014	2014-04
Support Services Supervisor	01/27/2014	2013-33PR

4-A-iv. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

- Senior Utility Accountant
- System Operator

New Class Specifications:

- Assistant Community Development Director
- Crime Scene Specialist
- Police Maintenance Technician (re-presented)
- Police Technician (re-presented)
- Public Works Project Manager I
- Public Works Project Manager II
- Public Works Project Manager III
- System Operator Trainee

Board Member Malloy made a motion to approve the Consent Calendar items with the exception of the Senior Utility Accountant, Police Maintenance Technician and the Public Works Project Managers I, II, and III specifications. Vice President Batchelor seconded the motion. Motion was approved 5-0.

Member Santos asked if the Senior Utility Accountant was classified as non-exempt. Senior Human Resources Analyst Low stated it is an exempt classification. Member Santos asked how many classification levels there are between Senior Utility Accountant and non-exempt line classifications. Senior Human Resources Analyst Low stated it is right above the non-exempt line classes. For the Utility Accountant classification family, basically it goes through Senior Account Clerk, Utility Accountant, and Senior Utility Accountant. We go from non-exempt at the Senior Utility Accountant level.

Member Santos stated that she feels this job description should be revisited. She performs a lot of this type of wage and hour work and this seems that it would be red flagged for an audit. Acting Human Resources Director Kovacs stated an FLSA duties test could be done. What we would be looking for is: are they making independent judgments, are they recommending/formulating recommendations that are going to be substantive in so far as business operations are concerned, which is the foundation of the exemption under the FLSA.

Member Santos stated that it looks like they need graduation from an accredited college with a degree in accounting, but when she reads the description she is not so sure that she is seeing the discretion in independent judgment as related to certain policies and procedures. Acting Human Resources Director Kovacs stated if you look at the definition "...perform responsible utility accounting and related work involving financial planning, revisions to general accounting procedures, revisions to procedures and functions, and review of detailed accounting procedures and recommendations for the improvement thereof..." So they are involved in making recommendations and review of processes and procedures.

Member Santos stated that she is not saying that this is not an exempt classification, but in reading it she would like it revisited. If it is circumscribed by certain procedures, etc., for instance by the General Accounting Principles, she is saying that it should be revisited. Acting Human Resources Director Kovacs asked if Member Santos would like HR to do an FLSA duties test on this classification. Member Santos stated that if staff is confident about the FLSA duties then she feels it

is fine. The job description can be a little stronger. When she looks at it she does not feel that it is clearly exempt.

Member Santos stated that under California it is a quantitative test. There is no percentage in the wage orders. The test is primarily engaged in over 50% and we do not have percentages. This may be okay but when she looks at something right above the non-exempt line she feels it is worth a revisit. Acting Human Resources Director Kovacs stated that as a Charter City, Alameda is exempt from almost all of the provisions of the State Wage Orders, with the exception of minimum wage.

Member Santos stated that she feels that the job description is not that strong in qualifying for administrative or professional exemption and that it could be better. Member Malloy asked Senior Human Resources Analyst Low if the Board could see the job description which is below the Senior Utility Accountant. This may help the Board to have a better sense of the description. The description covers the bare bones of the job. Senior Human Resources Analyst Low stated that the Board could find the job description on the City's website. He invited the Board to look at the redlined version of the description in the packet, which indicates this job description was last approved in 1988. The Utility Accountant is going to have similar vintage text. It is not worded as strongly as the Board would prefer as far as the level of description.

Member Santos stated that you could flush out more of the analysis to highlight the independent judgment piece. Administrative Services Director Garrabrant-Sierra asked if Member Santos was actually pointing out a violation of the FLSA duties. Member Santos stated no, this is the kind of job description that would typically get red flagged as something to look into under the FLSA. Maybe there is less risk as a Charter City. Acting Human Resources Director Kovacs stated that this classification could be on the cusp of qualifying for exception. The majority of duties happen to be of the exempt nature and perhaps that can be better reflected in the job specification.

Member Santos stated that when she looks at "coordinate" it is a more non-exempt status, when you look at an audit you are following a certain set of procedures so there is not so much discretion in independent judgment, preparation of general ledger is more on the non-exempt side. Without knowing what the job is, she would like to see more of the exempt duties if staff feels this is truly exempt.

Administrative Services Director Garrabrant-Sierra stated maybe we need a legal opinion on this description. Michael Roush, Attorney-Civil Service Board Legal Counsel, stated he thinks that in order to do that, perhaps understanding the percentage of time that this particular job is intended to do these things would help understand if it is exempt or non-exempt. If preparation is done 5% of the time and 50% of the time is spent doing typically more exempt functions, then we would be more comfortable with this description. Without having gone through that process we can take a look at it. Unless there is a timing issue, we can bring the information back to the Board. Or, at least come back with better definitions to make it more clear on whether it is an exempt or non-exempt position. Acting Human Resources Director Kovacs stated that if the Board directs, staff can review the duties to make sure they meet the standards of exemption.

President Horikoshi requested that staff take a look at this item and bring it back to the Board for review again.

Vice President Bachelor asked regarding the Police Maintenance Technician, if there was just one position for this job description. Acting Human Resources Director Kovacs stated that right now there

is only one position assigned to this classification. Vice President Batchelor stated that when he looks at the duties, etc., it is a pretty broad description.

Acting Human Resources Director Kovacs introduced Captain Leibnitz to the Board to answer questions regarding the Police Maintenance Technician. Captain Leibnitz stated that the job description for the position is fairly broad and has evolved over the years to include understanding and troubleshooting Police equipment, air conditioning systems, and anything to do with the Police Department building, along with other various duties such as purchasing chairs and toilet paper, and troubleshooting other areas. It is expected that this person would have an understanding of basic computers, police computers, and logistics. Duties cover a wide spectrum and it is beneficial if the person has experience with, and understanding of, basic computers and building maintenance.

Vice President Batchelor asked that when this position goes out for recruitment, what are the aspects of the position that Police will be looking at; how will the Department determine what the best candidates will look like; what is the most important piece that the Department will be looking for. Captain Leibnitz stated it is based on something that can be learned, but also a personality trait. Someone that is not afraid to reach out to others for help, someone who has good basic common sense, and someone that knows the ins and outs of basic building maintenance. The Department is looking for someone well-rounded and can get the job done. Acting Human Resources Director Kovacs stated that staff is looking for the custodian facilities maintenance experience as well as substantial electronics installation experience. So if they have done one form or another of any sort of related electronics installation, in theory, they would be able to pick up the specialized electronic knowledge that is needed at the Police Department. Additionally, the maintenance experience desired would include working with complex instructions and rules. It could be difficult to find someone who has actually worked in a Police Department in this line of work, but we would be looking to find someone who has potential and has demonstrated the experience and aptitude to pick up the pieces of work where needed. Captain Leibnitz also stated that the person would have to be able to prioritize and be very well organized. The person in this position will be pulled in many directions and would need to be able to prioritize and organize.

President Horikoshi asked if this is acceptable as written. Vice President Batchelor stated yes it is acceptable.

Vice President Batchelor made a motion to approve the Police Maintenance Technician specifications as written with the redlines. Board Member Santos seconded the motion. Motion was approved 5-0.

Discussion was held on the specifications for Public Works Project Managers I, II, and III.

Board Member Santos stated that it looks like the Public Works Project Manager I does not supervise and the Public Works Project Manager II and III do supervise. Is that correct? Are there any other differences? Is it a progression? Acting Human Resources Director Kovacs stated that it is a progression. The difference between the classifications is the level of the project. There are certain structural things that have to happen no matter what the size of the Public Works project, and the different levels are for the different project magnitudes. The Public Works Manager I would be doing entry level and more simple/routine projects; the Public Works Project Manager II would be doing more moderate and standard projects; and the Public Works Project Manager III would be doing more complicated or complex projects. One way to identify these levels is by the dollar amount of the projects. In the specifications the amount is not included as they may become obsolete in a short

time, so they are described in terms of project scope.

Board Member Santos asked in terms of the exempt, non-exempt line where would that be? Acting Human Resources Director Kovacs stated they are all exempt.

Board Member Malloy asked if transfer or promotion within the job is available. Acting Human Resources Director Kovacs stated the City does not have flexible staffing, but that is a future possibility.

Board Member McHugh stated that one function that is missing from all of the specifications is risk management; the identification, mitigation and having contingency plans for risks to the project. Is that done by someone other than the Project Managers? Or, is it implied by something that is in one or more of these position descriptions? Administrative Services Director Garrabrant-Sierra agreed that it is implied in the description because it is project risk where you have to do a cost benefit analysis of procedures and identify where there are problems.

Member Malloy asked if the Public Works Department uses project management software. Administrative Services Director Garrabrant-Sierra stated it will. Member McHugh stated risk management is not built into any software program. The ability to capture risk management is, but it is not going to do the analysis.

Administrative Services Director Garrabrant-Sierra stated that she has seen project management done in many other cities and there are varying ways to calculate and assess risk. Risk can be read into this but it is certainly possible to add it as well. Staff assumed that was read into this.

Acting Human Resources Director Kovacs stated that the key thing to remember in the job specifications is that the intent is to not list every single duty on a specification, but to list examples of duties. We try to represent the major focus and try to write the specification so that we can identify the performance factors that are going to be needed to be measured in order to test, recruit, and make an appointment to the job. Staff is not trying to represent every facet of work that may be performed.

Administrative Services Director Garrabrant-Sierra stated that what is unique in project management in the public works field is the fact that the City put out bids for projects that will have all the specifications written out. The Project Manager's responsibility is to ensure that professionals/contractors are following the specs and doing things on time, on budget, etc., that they are on task.

Member McHugh stated that is a good example. So the risk awareness that the Project Manager would need to have is one of the vendors is going to be late on delivering some component that is required and it will impact someone else down the line. They will have to find a way around it or find a way to minimize the impact and analyze what it is going to cost and how to move ahead. That is all risk management. Administrative Services Director Garrabrant-Sierra stated that we consider that project management. Acting Human Resources Director Kovacs state that Member McHugh may be talking about "...including development, procurement, successful implementation and quality control of each project from inception to completion."

President Horikoshi asked Member McHugh if that was a substantial enough explanation. Board Member McHugh stated she was not satisfied, but if that is the level that the City is at on project

management, maybe it is a maturity thing too. She thinks these are the first project management job specifications that have been defined.

Acting Human Resources Director Kovacs introduced Public Works Director Bob Haun to answer questions regarding the Project Manager specifications. Member McHugh stated that a key component for Project Managers, going by best practices and industry standards, because risk management is a big part of the job, it is not just scheduling and budget, etc., and the question is where is that? Is it done by someone else other than the Project Managers? Is it the Project Manager III who does it? It does not come through in the job description. It has been said that this is not such a big problem with Public Works because the projects have more predefined requirements. Administrative Services Director Garrabrant-Sierra stated that these were more of the project management duties. Public Works Director Haun stated that is more of a management duty because the City goes through a much more rigorous CIP selection process before the projects even end up with Project Managers. As part of the CIP assessment process, we go through a risk management component; how risky is the project, what are the environmental effects, safety risks of the project, etc. By the time the project comes to a Project Manager, those items would have been identified and dealt with.

Member McHugh stated that things also come up during projects too. The larger and longer and more complex the project, the more likely there will be things that do not go as planned. That is part of the Project Managers' duties, to identify those emerging issues and develop contingency plans. That is part of Project Management 101. Public Works Director Haun agreed and stated that maybe it was not articulated very well, but it will fall mostly on the Project Manager III. The Project Manager I and II will have relatively small projects that do not encompass much risk. The Project Manager III will have direct authority over the Project Manager I and II.

Member McHugh stated it says that the Project Manager I will have simpler routine projects, Project Manager II would have mid-scale, and Project Manager III will have large scale projects. Member McHugh asked Public Works Director Haun to give an example of mid-scale versus large scale projects. Public Works Director Haun stated that a mid-scale project would be more classic public works projects, large-scale would be a building project. For instance a Project Manager III would be in charge of constructing a new public works facility. The City is currently working on constructing a new fire station, which would be handled by a Project Manager III. A Project Manager II would handle more public works related projects including roads, sewers, sewer design and construction. A Project Manager I would handle very small projects such as projects just beginning/starting out.

Acting Human Resources Director Kovacs stated that on Duty #2, it states "developing policies and procedures for establishing costs, schedule controls and coordinating activities", which deals with controlling the schedule and work. Member McHugh stated that is an administrative duty. Acting Human Resources Director Kovacs referred to Duty #3, "negotiates and administers conflicts; supervises and coordinates the work of consultants and contractors; resolves conflicts in a timely manner satisfying project needs."

Member Santos stated that on Duty #9 it talks about variances and critical paths, and asked does Member McHugh feel that needs to be flushed out? Member McHugh stated that she is a PMP and she is on the Board of Directors for the Project Management Institute, and Project Managers do not do the risk management. If it is not called out in the position description, you are not going to have it. It is a critical component of getting the result that you want and not having budget overruns, etc. Keeping track of the schedule and budget helps but that is really administrative. This requires some

knowledge of what is going on and you need to be a public works expert to be able to anticipate when something is going wrong and take action before it ends up costing a lot of money and time. Public Works Director Haun agreed with Board Member McHugh. Public Works Director Haun stated that is the job of the City Engineer and the Public Works Director who will be supervising the team. Member McHugh asked for clarification that it is the City Engineer and the head of the Public Works Department that manage the risks. Public Works Director Haun stated yes, absolutely. Project Managers would identify potential conflicts that are coming up in the project.

President Horikoshi made a motion to approve the Public Works Project Managers I, II, and III specifications. Board Member Santos seconded the motion. Motion was approved 4-0-1 (1-abstention-McHugh).

5. REGULAR AGENDA ITEMS

5-A. Ordinance Review/Update: Recommendations for Changes to the Civil Service Rules.

Administrative Services Director Garrabrant-Sierra provided a report to the Board recommending changes to the Civil Service Rules. These changes were discussed at a prior meeting but a motion is needed for approval.

Member McHugh asked if the City is not in violation of ADA by saying "with or without accommodation." Administrative Services Director Garrabrant-Sierra stated no, this will bring the City into compliance. That was the issue; it did not say that before in the rules.

Member McHugh stated if they can do it with accommodation they would not be excluded. Administrative Services Director Garrabrant-Sierra stated they would not be excluded. McHugh stated it says whether or not they have accommodation.

Michael Roush, Attorney-Civil Service Board Legal Counsel, stated he understands Board Member McHugh's point, because you are talking about an impairment that limits a life activity and you are going on to say "...and you cannot perform those sort of duties without accommodation" is almost superfluous. That "with accommodation" is what you are trying to focus on. Administrative Services Director Garrabrant-Sierra stated that while this may be confusing, it is the typical nomenclature of the ADA and we wanted to be consistent.

Board Member Malloy made a motion to approve the two changes:

"Change Article VI, Section 1 (b) to: "has a physical or mental impairment that is shown to limit a major life activity and cannot perform the essential duties of the position for which he/she has applied, with or without accommodation."

And

"Change Article VII, Section I to add: The Executive Secretary to the Board shall have the authority and discretion to revise and maintain lists of the classifications considered entry level and those requiring professional certification or advanced degree, however when any change is made to the list, those changes shall be reported to the Board at the next regularly scheduled meeting."

And to remove the current list of classifications which enumerate entry level and those requiring professional certification or advanced degree.”

Board Member Santos seconded the motion. Motion was approved 5-0.

5-B. EUPA Correspondence: Staff Response to Correspondence from the Electric Utility Professionals of Alameda (EUPA) and Certain Individual Members Regarding Bumping Rights in the Case of a Layoff.

Administrative Services Director Garrabrant-Sierra provided a report to the Board regarding letters received by the Board and Human Resources regarding certain individual members in the new union, (EUPA), regarding their bumping rights in the case of a layoff. Administrative Services Director Garrabrant-Sierra stated that the City has received previous letters on this subject, but we do not like to give an opinion/s on hypothetical subjects because every circumstance is different. There are no Civil Service Rules that govern Bumping Rights. Those rules are actually covered by the individual MOU's. Staff is advising to not make a determination on something that is covered in the MOU's and that is a hypothetical.

Board Member McHugh made a motion to accept the report as written. Board Member Santos seconded the motion. Motion was approved 5-0.

5-C. City of Alameda's Organizational Chart for FY 2013-2014 and FY 2014-2015

Acting Human Resources Director Kovacs provided the Organizational Charts for FY 2013-2014 and FY 2014-2015 which were requested by the Board.

Acting Human Resources Director Kovacs stated that the Organizational Chart is subject to change as approved by Council.

Acting Human Resources Director Kovacs stated that if the Board has questions on the Organizational Charts, Salary Schedules, Council agenda reports/packets, etc., all of the information is available on the City's website. The Board is always welcome to ask questions of staff, but wanted to let the Board know that the information is also readily available on the City's website.

President Horikoshi asked the Board if they thought it would be helpful if when job descriptions are being brought to the Board if it would be helpful if the Organizational Chart for that particular area be included in the packet. Acting Human Resources Director Kovacs stated that the Organizational Chart is really a reflection of Position Control and Authorized Positions within the City. Establishing Authorized Positions is a function of City Council. President Horikoshi stated that the Board does not want to change that function, but this would help the Board understand certain classifications. Acting Human Resources Director Kovacs stated that if the Board looks at the Salary Schedules they will have a better understanding on the order of things. Salary Schedules are organized by family or group: management salaries would be on the Management and Confidential Employees Association (MCEA) schedule, and general classes are on the Alameda City Employee Association (ACEA) schedule. You can also see if a particular position is exempt because the salary will be listed annually and if it is non-exempt, an hourly salary will be listed. Salaries are in descending order. Acting Human Resources Director Kovacs suggested that the Board might find looking at the Salary Schedules helpful.

Member McHugh clarified that the Salary Schedule can also be looked at as a classification chart. Acting Human Resources Director Kovacs stated that while there is not one comprehensive Salary Schedule, there is a Salary Schedule for each bargaining unit, which could be useful.

Michael Roush, Attorney-Civil Service Board Legal Counsel, asked as an example, where the Police Maintenance Technician would fall on the Police Department Organizational Chart. If you added new job classifications, and the Organizational Chart showed where that position would be placed on the chart, it would be helpful.

Member Malloy asked how soon before the approved job description would be put online. Acting Human Resources Director Kovacs stated that it generally takes approximately 1-2 weeks. Staff tries to be timely but sometimes it takes longer due to the lack of staffing resources.

President Horikoshi suggested that when staff is including job descriptions in the meeting packets, that they determine whether or not to include the Salary Schedule or Organizational Chart that might be helpful to the Board.

5-D. Activity Report – Period of June 1, 2014 through August 31, 2014.

FULL-TIME HIRES

DATE	DEPARTMENT	JOB CLASSIFICATION
06/06/14	Finance	Intermediate Clerk
07/07/14	Public Works	Public Works Coordinator
07/14/14	Police	Police Officer
07/21/14	Alameda Municipal Power	Alameda Municipal Power – General Manager
08/11/14	Alameda Municipal Power	Electrical Maintenance Technician
08/18/14	Public Works	Maintenance Worker I
08/25/14	Police	Police Officers (2)

PROMOTIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/01/14	Human Resources	Human Resources Manager
06/26/14	Alameda Municipal Power	Apprentice Line Worker
07/13/14	Recreation/Parks	Recreation Manager
08/10/14	Alameda Municipal Power	Meter Service Technician
08/11/14	Alameda Municipal Power	System Dispatcher
08/17/14	Police	Police Sergeant
08/17/14	Police	Police Lieutenant
08/17/14	Police	Police Captain

RETIREMENTS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/25/14	Fire	Fire Captain
07/11/14	Fire	Firefighter
08/19/14	Public Works	Fleet Mechanic
08/24/14	Fire	Fire Apparatus Operator
08/28/14	Police	Police Captain

SEPARATIONS

DATE	DEPARTMENT	JOB CLASSIFICATION
06/25/14	Community Development	Plan Check Engineer
06/30/14	Community Development	Community Development Program Manager
06/30/14	Community Development	Development Manager
06/30/14	Community Development	Office Assistant
08/22/14	Finance	Finance Director

Member Santos asked if exit interviews are conducted. Acting Human Resources Director Kovacs stated yes, whenever possible. Those who were resigning from the City of Alameda were leaving for better retirements and much better salaries.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

(Any person may address the Civil Service Board in regard to any matter over which the Civil Service Board has jurisdiction or of which it may take cognizance that is not on the agenda)

None

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

None

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Acting Human Resources Director Kovacs informed the Board that all Members are up-to-date on their Sunshine Training forms.

9. **CONFIRMATION OF NEXT CIVIL SERVICE BOARD MEETING**

Wednesday, January 7, 2015

10. **ADJOURNMENT**

Meeting was adjourned at 6:05 p.m.

Respectfully submitted,



Jill Kovacs
Acting Human Resources Director and
Executive Secretary to the Civil Service Board