

MINUTES

City of Duluth - Civil Service Board

November 5, 2013

4:59 p.m. - City Council Chambers

Members Present: Rick Edwards (Chairperson)
Michelle Hooey
Marshall Stenersen

Members Absent: Portia Johnson

Legal Present: No legal representative present

Others Present: Audra Flanagan (Board Secretary)
Theresa Severance and Shannon Sweeney (HR Staff)

Regular meeting called to order by Chairperson Rick Edwards at 4:45 p.m.

1. ROLL CALL – ***Quorum present***
2. APPROVAL OF MINUTES
 - A. July 9, 2013 - ***Approved***
 - B. September 3, 2013 - ***Approved***
3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
4. UNFINISHED (OLD) BUSINESS
5. NEW BUSINESS
6. APPEALS
7. INFORMATIONAL
 - A. Report of Audits Pending - ***Information received***
There was a brief discussion about the audit request process and explanation about individual audits versus classification audits.
 - B. Report of Eligible Lists Approved - ***Reviewed***
 - C. Introduction of new HR staff members - ***Information received***
Shannon Sweeney, Employee Benefits Administrator, and Melissa Powell, Human Resources Technician (not present), were introduced.
8. NEXT MEETING SCHEDULED

December 3, 2013 (City Hall - Room 303)

 - ***EE04 report will be reviewed at next meeting.***

There being no further business to come before the board, the meeting was adjourned at 4:58 p.m.

Respectfully submitted,



Theresa Severance
Human Resources Administrator