

MINUTES

City of Duluth - Civil Service Board

August 4, 2015 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Rick Edwards (Chairperson), Shelly Marquardt, Marshall Stenersen, Beth Tamminen, Renee Van Nett
HR Staff Present: Theresa Severance (Board Secretary), Aimee Ott (Human Resources Technician)
Others Present: Sam Michelizzi (Union President, Firemen & Oilers Chapter 956)
Erik Simonson (Deputy Fire Chief, Duluth Fire Department)

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

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. July 7, 2015 - **Approved (Tamminen absent)**
 - B. July 17, 2015 (Special Meeting) - **Approved (Tamminen absent)**
3. UNFINISHED BUSINESS
 - A. ISD 709 Administration Proposed Changes to ISD 709 Civil Service Rules
Per Sam Michelizzi, the Union is continuing to work with the School District to update the ISD 709 Civil Service Rules.
 - B. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Appliance Mechanic Apprentice (Revised)
 - (2) Appliance Mechanic Journeyperson (Revised)
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Technical Services Coordinator (New) - **Approved**
5. APPEALS
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS - **Received**
 - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**
 - C. ELECTION OF OFFICERS (*item added at meeting*)
Member Tamminen was elected as CSB vice chairperson upon a unanimous vote.

There being no further business to come before the board, the meeting was adjourned at 4:59 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician