

## MINUTES

City of Duluth - Civil Service Board  
June 5, 2018, 2018 - 4:45 p.m.  
City Hall - Council Chambers

Members Present: Shelly Marquardt, Laura Perttula, John Strongitharm (Chair), Beth Tamminen  
Members Absent: Joaquim Harris  
Legal Present: Steve Hanke (Assistant City Attorney)  
HR Staff Present: Theresa Severance (Board Secretary), Matt Christenson (Human Resources Generalist), Laura Dahl (Human Resources Generalist), Aimee Ott (Human Resources Technician)  
Others Present: Amanda Vuicich (appellant)

### Regular meeting called to order by Chair Strongitharm at 4:58 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. April 3, 2018 – **Approved (Member Marquardt absent)**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
  - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
    - (1) Public Information Officer (new) – **Approved**
    - (2) Parking Meter Monitor (revised) – **Approved**
5. APPEALS
  - A. Administrative Information Specialist applicant  
*Amanda Vuicich addressed the Board with concerns regarding the exam process for Administrative Information Specialist. No other requests at this time.*  
**Motion to deny appeal – Approved (Member Marquardt absent)**
6. INFORMATIONAL
  - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **Received**
  - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**

There being no further business to come before the board, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician