

MINUTES

City of Duluth - Civil Service Board
November 17, 2015 - 4:45 p.m.
City Hall – Conference Room 303

Members Present: Rick Edwards (Chairperson), Shelly Marquardt, Marshall Stenersen,
Renee Van Nett
Members Absent: Beth Tamminen
HR Staff Present: Theresa Severance (Board Secretary), Matt Christenson (HR Generalist),
Heather DuVal (HR Generalist), Aimee Ott (HR Technician)
Legal Present: Steve Hanke (Assistant City Attorney)
Others Present: Sam Michelizzi (Firemen & Oilers, Chapter 956 President), Karla Culhane
(City of Duluth Supervisory Association President)

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

1. ROLL CALL *Motion made by Member Marquardt to adjourn immediately and reschedule meeting for later date - **Failed***
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. September 15, 2015 - **Approved as amended**
3. UNFINISHED BUSINESS
 - A. ISD 709 Administration Proposed Changes to ISD 709 Civil Service Rules
 - *Request from Firemen & Oilers Chapter 956 President Sam Michelizzi to remove item from future agendas.*
Motion made by Member Stenersen: CSB requests that City staff contact ISD 709 Administration to confirm removal of item from future agendas. - Approved (4-0); see attached correspondence with ISD 709 Administration
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Manager, Maintenance & Supply Services (Revised) - **Rejected (2-2; Aye: Stenersen, Van Nett; Nay: Edwards, Marquardt)**
Motion made by Member Marquardt to reconsider vote based on late entrance of, and opportunity to hear from, City of Duluth Supervisory Association President Karla Culhane - Approved (4-0)
 - ***Reconsideration of Manager, Maintenance & Supply Services (Revised) - Approved (4-0)***
 - (2) Buildings & Grounds Maintenance Supervisor (Revised) - **Voluntarily withdrawn from Agenda by Secretary Theresa Severance**
 - (3) Deputy Fire Marshal (Revised) - **Approved (4-0)**
 - (4) Librarian II (Revised) - **Approved (3-1 Marquardt)**
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. ISD 709 – NOTICE OF TERMINATION AND CHARGES FOR REMOVAL - **Received**
- D. 67-DAY TEMPORARY EMPLOYEE INFORMATION. - **Received.** *Assistant City Attorney Steve Hanke provided Minnesota memorandum, Bureau of Mediation Services grievance arbitration decisions; no update regarding previous motion to instruct City Attorney's Office to ask for legal opinion from Minnesota Attorney General's Office.*

There being no further business to come before the board, the meeting was adjourned at 5:27 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician

DRAFT