

MINUTES

City of Duluth - Civil Service Board
April 1, 2014 - 4:45 p.m.
City Council Chambers

Members Present: Rick Edwards (Chairperson), Michelle Hooey, Portia Johnson, Marshall Stenersen, Beth Tamminen
Others Present: Audra Flanagan (Board Secretary)
Human Resources Staff: Aimee Ott, Theresa Severance, Matt Silverness
Union Representation: Deb Strohm (AFSCME)
ISD 709 Representation: Harrison Dudley (Human Resources Manager)

Regular meeting called to order by Chairperson Edwards at 4:49 p.m.

1. ROLL CALL – Quorum Present
2. APPROVAL OF MINUTES
 - A. March 4, 2014 – **Approved**
3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Programmer Analyst (Revised) – **Approved**
 - B. Senior Programmer Analyst (Revised) – **Approved**
4. OLD BUSINESS
 - A. Email regarding Utility Operator Apprentice selection emailed to the CSB on March 27, 2014
Motion by Member Stenersen to close investigation. – Approved
5. NEW BUSINESS
 - A. Consideration of Temporary Employment to exceed 67 days in two separate positions during one calendar year (Sec. 13-30 Civil Service Code)
Motion by Member Stenersen for Board approval with the provision of an update on the employee's status after the second 67-day appointment is completed. –Approved
 - B. Amend Civil Service Board Standing Rules
Motion by Member Stenersen to postpone consideration of item until May CSB Meeting when Steve Hanke (Legal Representation) is present. – Approved 4-1 (Hooey)
6. APPEALS
7. INFORMATIONAL
 - A. Report of Audits Pending – **Information Received**
 - B. Report of Eligible Lists Approved – **Reviewed**

NEXT REGULAR MEETING SCHEDULED

May 6, 2014

There being no further business to come before the board, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician