

**MINUTES**  
City of Duluth - Civil Service Board  
February 4, 2014 - 4:45 p.m.  
City Council Chambers

Members Present: Rick Edwards (Chairperson), Portia Johnson, Beth Tamminen  
Members Absent: Michelle Hooey, Marshall Stenersen  
Legal Present: Steve Hanke (Assistant City Attorney)  
Others Present: Theresa Severance (Acting Board Secretary)  
Aimee Ott (Human Resources Staff)  
AFSCME Union Representation: Deb Strohm, Matt Dunaisky  
Administration Representation: Kelly Fleissner (Maintenance Operations Manager)  
City Employees: Gordon Wedin, Kevin Loiselle, Eric Johnson, Don Jones

**Regular meeting called to order by Chairperson Edwards at 4:52 p.m.**

1. ROLL CALL – Quorum Present
2. APPROVAL OF MINUTES
  - A. December 10, 2013 – **Approved**
3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Seasonal Groundskeeper (revised) – **Approved**
4. UNFINISHED (OLD) BUSINESS
5. NEW BUSINESS
  - A. Election of 2014 CSB Chairperson and Vice-Chairperson – **Rick Edwards re-elected as Civil Service Board Chairperson for 2014. Portia Johnson elected to serve as Vice-Chairperson.**
6. APPEALS
7. INFORMATIONAL
  - A. Report of Audits Pending – **Information Received**
  - B. Report of Eligible Lists Approved – **Reviewed**
  - C. Demotion of a Fire Equipment Operator to Firefighter – **Information Received**
  - D. Heavy Equipment Operator selection results – *(Item moved to top of Agenda)* **AFSCME union representation and co-workers spoke on behalf of a current Maintenance Worker who applied for Heavy Equipment Operator but was not hired. MOTION: Move to have HR further investigate the hiring process and revisit at the next CSB meeting.**

NEXT REGULAR MEETING SCHEDULED

March 4, 2014

There being no further business to come before the board, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician