

MINUTES

City of Duluth - Civil Service Board

April 5, 2016 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Rick Edwards, Shelly Marquardt, Marshall Stenersen, Beth Tamminen (Chairperson), Renee Van Nett
Legal Present: Steve Hanke (Assistant City Attorney)
HR Staff Present: Theresa Severance (Board Secretary), Matt Christenson (Human Resources Generalist), Aimee Ott (Human Resources Technician)
Others Present: Sam Michelizzi (Firemen & Oilers, Chapter 956 President); Carl Luloff (ISD 709 Employee)

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

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. March 1, 2016 – **Approved**
3. UNFINISHED BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Project Technician (new) – **Approved**
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Parks Permit Coordinator (new) – **Approved**
5. APPEALS
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS (*None*)
 - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**
 - C. ISD 709 - TIME OFF WITHOUT PAY NOTICES
Primary Motion by Member Edwards – Move that an investigation be opened and the school district be present at the next meeting (Investigation soliciting information from both parties) – Approved (Marquardt abstained)
Secondary Motion by Member Marquardt – Move that an appeals hearing be held as soon as possible; Per Chair Tamminen – A Special Meeting should be held within two weeks, providing notice to the ISD 709 Administration, Appellant, and Union.
 - D. APPROVAL FROM UNIONS AND ADMINISTRATION REGARDING PROPOSED JOB DESCRIPTION SPECIFICATIONS – *Member Marquardt requests that approval from unions be provided to the CSB*
 - E. CURRENT CSB VACANCY – *Secretary Severance: There are three applicants; a decision will be made and a new Civil Service Board member appointed at the April 25, 2016, City Council meeting.*

- F. CSB CODE TRAINING – *Chair Tamminen requests that collective bargaining agreements be reviewed at the next CSB training*

NEXT REGULAR MEETING SCHEDULED

May 3, 2016

There being no further business to come before the board, the meeting was adjourned at 5:28 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Aimee Ott". The signature is written in a cursive, flowing style.

Aimee Ott
Human Resources Technician