Minutes of a Meeting of the
Civil Service Commission of December 9, 2004

Meeting of	Civil Service Commission
Date of Meeting	December 9, 2004
Place of Meeting	Police Facility – Emergency Operations Center

CALL TO ORDER

The meeting of the Civil Service Commission convened at 5:30 p.m., December 9, 2004, in the Emergency Operations Center at the Coronado Police Facility. Vice-Chair Bella instructed the Secretary to call the roll.

ROLL CALL

MEMBERS PRESENT: Vice Chair Bella
Commissioner Fitzgibbons
Commissioner Lusitana
Commissioner Walker

Let the record reflect all members were present except Chair Edwards who was absent.

ALSO PRESENT: Leslie Suelter, Director of Administrative Services
Jim Lynch, Human Resources Manager
Fran Espinosa, Secretary

ORAL COMMUNICATIONS: None.

APPROVAL OF MINUTES: The minutes of the special meeting of April 12, 2004 were submitted. Commissioner Walker moved approval of the minutes. Commissioner Lusitana seconded the motion. The minutes were approved by unanimous vote.

WRITTEN COMMUNICATIONS: None

INFORMATIONAL ITEMS:

Leslie Suelter, Director of Administrative Services introduced Morgan Foley, City Attorney, who presented a brief Commission orientation and reviewed the role of the Commission in disciplinary hearings.

Jim Lynch, Human Resources Manager presented the Commission with the 2005 Meeting Schedule.

Jim Lynch, Human Resources Manager, updated Commission on the current Personnel Recruitment Schedule and Status of Eligibility Lists.

ACTION ITEMS:

1. Selection of Chair and Vice-Chair of the Civil Service Commission.

Leslie Suelter, Director of Administrative Services, stated that this item would have been scheduled for the next meeting, but since Elaine Edwards term has expired, the Commission is without a Chair. In the past, the common practice is that the Vice-Chair assumes the Chair status, but it is up to the board to make nominations and select the Chair and Vice-Chair. Commissioner Walker moved approval of Vice Chair Bella as the new Chair. Commissioner Lusitana seconded the motion. The motion passed unanimously. Commissioner Lusitana moved for approval of Commissioner Walker as Vice-Chair, Chair Bella seconded the motion. The motion passed unanimously.

2. Request to Approve the Revised Classification Specification for the Proposed Recreation Services Supervisor Position.

Leslie Suelter, Director of Administrative Services, introduced Linda Rahn, Director of Recreation Services, who provided background and answered information questions the Commission had regarding the changes in the classification specification.

After brief discussion, Vice-Chair Walker moved for approval of the revised Recreation Services Supervisor Class Specification. Commissioner Fitzgibbons seconded the motion. The motion passed unanimously.

OTHER BUSINESS: None.

ADJOURNMENT

Vice-Chair Walker moved for adjournment. Seconded by Commissioner Lusitana. The motion passed unanimously. The Civil Service Commission meeting adjourned at 6:15 p.m.

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LAURIANNE BELLA
CHAIR,
CIVIL SERVICE COMMISSION