

CIVIL SERVICE BOARD
Meeting Minutes
Thursday, November 6th, 2008

Members and Staff Present:

Shari Boggess	Chair
Edgar Deatherage	Member
Michael McDonald	Member
Dan McCloskey	Board Counsel
Kristina Martinez	Secretary Designee

Members and Staff Absent:

Steven Martinez	Vice Chair
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The meeting was called to order by Chair Boggess at 2:32 p.m., in Meeting Room A, Fresno City Hall.

APPROVAL OF MINUTES

A motion was made by Member Deatherage and seconded by Member McDonald to approve the minutes of October 9, 2008 and October 23, 2008.

SCHEDULE/CONFIRM MEETINGS

The Board scheduled a meeting for January 8, 2009 at 1:00 p.m. to conduct an evidentiary hearing regarding a Department of Public Works employee suspension.

The Board scheduled two potential dates for a hearing involving a Planning and Development employee suspension, December 2 and 3, 2008 and January 28 and 29, 2009. Parties will be contacted to determine when the hearing will be held.

ADMINISTRATIVE MEETING

At 2:54 p.m. in open session the Board conducted an Administrative Meeting to discuss the current City leave processes. Present were Juanita Chavez, Assistant Director of Personnel, Tommi Saghatelian, Deputy City Attorney III, Dan Turner, Risk Safety Manager, Jerry Bishop, Assistant Director of Planning and Development, Craig Agabashian, Administrative Manager, and Karen Norris, Management Analyst III.

The Board and Personnel staff discussed FMLA (Family Medical Leave Act), CFRA (California Family Right Act), Workers' Compensation Law, Pregnancy Disability Law, Regulations, American's with Disabilities Act (ADA) and Kin Care. In addition, discussion was held on the current City policies, leave availability and job abandonment.

When and who initiates the action of leaves and just when Personnel gets involved in the issue was discussed. An upcoming upgrade to the PeopleSoft system will allow for better tracking of leaves and training of supervisors. In January 2009 the City plans to launch training for supervisors and managers in personnel policies including extended leaves.

Discussion was also held on the difference between discipline and corrective action.

The Board also wanted to discuss Administrative Order 2-11 and just how it is interpreted by staff. Jerry Bishop explained that the Administrative Order is a guideline and he would use it for discipline if the level of internet usage interfered with resources or an employees duties.

USCHEDULED PUBLIC COMMUNICATION

Juanita Chavez updated the Board on the status of a Board Member appointment and advised the Board that two names have been forwarded to the Mayor's office and we are awaiting a reply.

There being no further business to come before the Board, the meeting was adjourned at 4:14 p.m.

Terry A. Bond, Secretary to the
Civil Service Board