



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: February 11, 2014

A regular meeting of the Personnel Board was called to order at 7:02 p.m. in the West Wing conference Room by Frank Allen, Chair.

ATTENDANCE	Personnel Board Members: Frank Allen, Chair, Vice Chair, Fernando Rubio, Jr., Ralph Ruiz, Don Hiti and Mercedes Castro Staff Liaison: Robert Neiuber, Director of Human Resources and Traci Bailey, HR/Risk Management Analyst Also Present: Cary Kalscheuer - Assistant Director, Customer Care & Solutions
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ABSENCE	NONE
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APPROVAL OF MINUTES	Motion: Castro/Hiti - to approve the minutes of January 28, 2014 Ayes: Allen, Hiti, Ruiz, Castro, Rubio (5) Nays: (0) Abstain: (0)
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CLOSED SESSION <small>(Govt. Code section 54957- Public Employee Performance Evaluation)</small>	Rubio/Ruiz-to move to closed session at 7:03 p.m. Approved 5-0. Ayes (5): Allen, Rubio, Ruiz, Hiti, Castro Nay: (0) Abstain: (0) Rubio/Ruiz-to reconvene at 7:15 p.m. Approved 5-0. Ayes (5): Allen, Rubio, Ruiz, Hiti, Castro Nay: (0) Abstain: (0)
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Rubio/Hiti -to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 4.a.b.c. pursuant to the Performance Appraisal Procedures. Ayes: Allen, Hiti, Ruiz, Rubio, Castro (5) Nays: (0) Abstain: (0)
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4. Merit Increase and/or Regular Appointment Recommendations

	Name	Class	Dept	Type of Action/Effective Date	Range/Step Base Monthly
A	Ramon Lomingkit	Senior Office Specialist	UTL	Merit Increase 12/3/2013	4158/5 \$4,201.03
B	Eduardo Vasquez	Park Maintenance Worker III	RFS	Merit Increase Regular Appt 1/30/14	4174/5 \$4,889.70

Flexible Staffing Promotional Appointment Recommendations

	Name	From Classification/To Classification	Dept	Effective Date	Range/Step Base Monthly
C	Roberto Nodarse	Street Maintenance Worker III	PW	1/4/14	8174/4 \$4,852.42

CLASS SPECIFICATION REVISION (1) Community Improvement Inspector	Motion: Rubio/Ruiz: to hold over to the next meeting. Ayes: Allen, Hiti, Ruiz, Rubio, Castro (5) Nays: (0) Abstain: (0)
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CLASS SPECIFICATION REVISION (1) Field Services Supervisor	Motion: Ruiz/Rubio: to approve pursuant to the Rules of the Civil Service System, Section 3.5. Adoption of Plan and Adjustment. Ayes: Allen, Hiti, Ruiz, Rubio, Castro (5) Nays: (0) Abstain: (0)
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RECRUITMENT REQUEST-Closed PROMOTIONAL (1) Field Services Supervisor	Motion: Castro/Ruiz : to approve pursuant to Section 5.5.3. Promotional Examinations of the Rules of the Civil Service System Ayes: Allen, Hiti, Ruiz, Rubio, Castro (5) Nays: (0) Abstain: (0)
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5g. COMMENTS UPDATES AND/OR REPORTS: PERSONNEL BOARD MEMBERS AND/OR STAFF.

Mercedes Castro wanted to get clarification on her responsibilities as a Personnel Board member. There was discussion on the Personnel Board's purview as it relates to the Brown Act, City of Azusa Civil Service Rules, and chain of command.

ADJOURNMENT	Motion: Rubio/Castro -to adjourn the meeting at 7:30 p.m. Ayes: Allen, Hiti, Ruiz, Rubio, Castro (5) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	3
DATE APPROVED:	2-25-14