

**CIVIL SERVICE BOARD MEETING MINUTES
FRIDAY, MAY 1, 2015, 10:00 A.M.
CITY COMMISSION CHAMBERS**

A meeting of the Delray Beach Civil Service Board was called to order by Chairperson, Ms. Jennifer Reynolds, in the City Commission Chambers on Thursday, May 1, 2015 at 10:10 a.m.

1. ROLL CALL:

Present: Carol Clark
Larry Zalkin, Vice chairperson
Chassler Holm
Jennifer Reynolds, Chairperson
Desiree Lancaster (Arrived at 10:30 a.m.)

Absent: Keith Sonderling

Also present: Stephanie Spritz, Assistant City Attorney
Chevelle Nubin, City Clerk
Yolaina Ruiz, Board Liaison

2. APPROVAL OF THE MINUTES FROM MARCH 20, 2015 AND MARCH 23, 2015.

Mr. Zalkin made a motion to approve the March 20, 2015 minutes as amended to add Desiree Lancaster as present at the meeting, seconded by Ms. Clark. Said motion passed unanimously 4-0.

Ms. Clark made a motion to approve the March 23, 2015 minutes as amended to correct the spelling of Chassler Holm's name, seconded by Mr. Zalkin. Said motion passed unanimously 4-0.

3. TABULATION OF BALLOTS FOR THE CIVIL SERVICE BOARD ELECTION HELD ON APRIL 28, 2015:

A ballot got stuck in the tabulating machine while ballots were being tabulated causing the machine to malfunction. The meeting was called to recess, and then it was reconvened after ten (10) minutes.

The results of the Civil Service Election were as follows:

	Regular	Absentee	Hand Count	Total
● Chassler Holm	68	1	4	73
● Desiree Lancaster	54	0	5	59
● Jennifer Reynolds	70	1	5	76

Mr. Zalkin made a motion to accept the results of the election, seconded by Mr. Holm. Said motion passed unanimously 4-0. Jennifer Reynolds and Chassler Holm were declared regular

members and Desiree Lancaster declared as the alternate member on the Civil Service Board for a one (1) term that expires April 29, 2016.

Let the record show Desiree Lancaster arrived at 10:30 a.m.

4. ELECTION OF OFFICERS:

Mr. Zalkin made a motion to nominate Mr. Holm as the Chairperson, seconded by Ms. Clark. Said motion has no action. 2-2 (Ms. Reynolds and Mr. Holm dissenting)

Mr. Zalkin made a second motion to re-elect Ms. Reynolds as the Chairperson, seconded by Mr. Holm. Said motion passed unanimously 4-0.

Mr. Zalkin made a motion to elect Ms. Clark as Vice Chairperson, seconded by Mr. Holm. Said motion passed unanimously 4-0.

Mr. Zalkin made a motion to elect Mr. Holm as Chief Examiner, seconded by Ms. Clark. Said motion passed unanimously 4-0.

4. COMMENTS AND INQUIRIES ON NON-AGENDA ITEMS:

Mr. Zalkin clarified that his term will expire June 30, 2015. Ms. Reynolds stated that the code does not clarify when a board member's term would expire during an appeal process.

Ms. Nubin stated that the City Attorney is looking to revise the Civil Service Code.

There was discussion regarding a letter that was drafted by Ms. Reynolds to the City Clerk, Ms. Chevelle Nubin regarding the Civil Service Board having a meeting with the City Manager, Mr. Donald Cooper. The following items were proposed in the letter:

- **An employee should not be allowed to have a representative present at a meeting that would lead up to a suspension and/or termination.**
- **An employee could only have a representative at the City Manager level.**
- **Only one (1) representative would be allowed in a meeting.**

Mr. Zalkin stated that since the City Attorney is looking to revise the Civil Service Code the letter should be updated and resubmitted to be taken into consideration and the board should see the draft before it is finalized. Ms. Reynolds read a portion of the Code of Ordinance Section 35.004 "Adoption of Code of Rules and Regulations."

Ms. Spritz Assistant City Attorney stated that the City Attorney office has been reviewing the Civil Service Code and discovered that that the Civil Service rules were set by Special Act in 1949 and the ability to change these rules may be limited. She stated that she could not answer the Board's questions at this time because the City Attorney office is still reviewing this issue.

Ms. Nubin stated that the board could update and resubmit their letter to the City Clerk's office, to be submitted to the City Manager and City Attorney's office.

Ms. Reynolds asked what would happen if a new Civil Service Board member is appointed or elected to serve on the board in the middle of a Civil Service hearing.

Ms. Nubin stated that the City Attorney office would provide guidance in the event that a new member is elected in the middle of a Civil Service hearing.

It was the consensus of the Board that Ms. Reynolds would resubmit their letter to the City Clerk's office and would wait for a status from the City Attorney's office.

There being no further business, Ms. Reynolds, Chairperson, declared the meeting adjourned at 10:40 a.m.

Yolaina Ruiz, Executive Assistant/Board Liaison

The undersigned is the Secretary of the Civil Service Board of Delray Beach, Florida and the information herein is the minutes of the meeting of said Civil Service Board of May 1, 2015, which minutes were formally approved and adopted by the Civil Service Board on May 19, 2015.

Yolaina Ruiz, Executive Assistant/Board Liaison

Note to Reader:

If the minutes you have received are not completed as indicated above, this means they are not the official minutes of the Civil Service Board. They will become official minutes only after review and approval, which may involve some amendments, additions, or deletions of the minutes as set forth above.