

**CIVIL SERVICE BOARD MEETING MINUTES  
MONDAY, MAY 9, 2012, 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 9, 2012, at 10:08 a.m.

**1. ROLL CALL:**

Present: Carol Clark  
Jennifer Reynolds  
Kimberly Wynn  
Larry Zalkin  
Chassler Holm

Absent: Carol Anderson

Also present: Brian Shutt  
Chevelle Nubin  
Michael Vinci

**2. TABULATION OF BALLOTS FOR THE CIVIL SERVICE BOARD ELECTION HELD ON APRIL 25, 2012:**

City Clerk, Ms. Chevelle Nubin, explained that a ballot got stuck in the tabulating machine while it was being put through causing a malfunction. Consequently, the meeting will have to be postponed.

The results of the Civil Service Election were as follows:

	<u>Regular</u>	<u>Absentee</u>	<u>Hand Count</u>	<u>Total</u>
● Chassler Holm	52	0	30	82
● Jennifer Reynolds	79	2	36	117
● Michael Vinci	51	2	16	69

The results reflect Mr. Chassler Holm and Ms. Jennifer Reynolds being the regular members and Mr. Michael Vinci as the alternate members.

**3. ELECTION OF OFFICERS**

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

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

Mr. Zalkin made a motion to nominate Carol Clark as Chief Examiner.

Ms. Reynolds noted that Ms. Clark is an alternate member and may not attend each meeting. She asked if there were restrictions.

Assistant City Attorney, Ms. Terrill Pyburn, explained that there are no restrictions but Ms. Clark not being able to attend meetings may cause a problem in the future. She suggested that someone rescind the motion and nominate another member or wait until all Board members are present.

At this time, Mr. Zalkin rescinded his motion.

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

Ms. Pyburn explained that an Assistant may be appointed.

Ms. Reynolds made a motion to nominate Ms. Clark as an Assistant, seconded by Mr. Zalkin. Said motion passed 4-0.

#### **4. COMMENTS AND INQUIRIES ON NON-AGENDA ITEMS:**

Ms. Reynolds referred back to the case involving Mr. David Ricks. She spoke of the word “representative” being used and asked for clarification as to what the word means so that employees are clear as to how many representatives are allowed to be in a meeting with the employee and the City Manager. She noted that employees are taken by surprise when they attend a meeting and realize how many representatives are present.

Mr. Zalkin stated that the City Manager should be accompanied by someone from the Human Resources Department or the City Attorney’s Office, as well as, witnesses. He also stated that the employee should have the same representatives as the City Manager.

Ms. Pyburn explained “invoking the rule” to the Board members. She also noted that more clarification may be asked regarding how many representatives will be present prior to a conference.

Ms. Reynolds stated that employees have been allowed to bring attorneys into a meeting prior to a hearing. She does not agree that representatives should be present at all types of meetings including disciplinary meetings or evaluations.

Ms. Pyburn stated that the City cannot legally prevent someone from bringing a counsel to a meeting with their Department Head. However, the request for clarification regarding how many representatives are allowed in a conference will be passed along to enhance the communication in advance of such meetings.

Mr. Zalkin asked about the process of changing the City Code for the civil service procedures. Ms. Pyburn stated that the Human Resources Department are reviewing the Code and will be making changes. Any suggestions will be submitted for review.

Discussion ensued regarding how many representatives should be allowed in a meeting with the City Manager.

There being no further business, Ms. Reynolds, Chairperson, declared the meeting adjourned at 10:37 a.m.

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Venice Cobb, Executive Assistant/Board Liaison

The undersigned is the Secretary of the Civil Service Board of Delray Beach, Florida and the information is the minutes of the meeting of said Civil Service Board of May 9, 2012, which minutes were formally approved and adopted by the Civil Service Board on \_\_\_\_\_, 2012.

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Venice Cobb, 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.