

**CIVIL SERVICE BOARD MEETING MINUTES
MONDAY, MAY 19, 2015 10:00 A.M.
CITY COMMISSION CHAMBERS**

A meeting of the Delray Beach Civil Service Board was called to order by Vice-Chairperson, Ms. Carol Clark, in the City Commission Chambers on Tuesday, May 19, 2015 at 10:00 a.m.

1. ROLL CALL:

Present: Carol Clark, Vice Chair
Chassler Holm
Desiree Lancaster

Present: Larry Zalkin
Keith Sonderling
Jennifer Reynolds, Chair

Also, present: Michael Dutko, Assistant City Attorney
Stephanie Spritz, Assistant City Attorney
Sally Still, Esquire
Arthur T. Schofield, P.A.
Yolaina Ruiz, Board Liaison

2. APPROVAL OF THE MINUTES FROM MAY 1, 2015.

Mr. Holm made a motion to approve the May 1, 2015 minutes, seconded by Ms. Lancaster. Said motion passed unanimously 3-0.

3. REVIEW OF CIVIL SERVICE PROCEDURES FOR HEARING OF GUY BUZZELLI

At this time, Board Counsel Sally Still introduced herself along with Michael Dutko, Stephanie Spritz and Arthur Schofield, Counsel for Guy Buzzelli.

Ms. Still reviewed the rules for the Civil Service Hearing stating they are similar to a court procedure only a little more informal. Board members serve as finders of facts. The Board Counsel serves as the role of the judge who will make rulings on issues of law and evidence.

The two attorneys would comprise prehearing statement/stipulation to assist the Board. It will be easier for Board members to follow if specific pages were tabbed and marked exhibit one, exhibit two, etc., rather than handing several pages all at once. Both sides accepted this procedure as a pretrial stipulation.

The way hearings are conducted, is the attorney will call a witness whose is sworn in by the clerk. The witness will testify; then the opposing attorney will cross-examine the witness upon completion of testimony. Upon completion of cross-examination, the attorney has the opportunity to a redirect examination to cover any areas brought forward at cross-examination. The witness could be questioned three different times. Board members would then have the opportunity to ask questions. Upon completion of questioning by Board members, the Chairperson has the discretion to allow the attorneys to further question the witness once again.

Once each side has presented their witnesses, the hearing is completed. Board members will then have the opportunity to evaluate the credibility of witnesses and render their decision.

The City will present their evidence first, the appellant and then rebuttal from each side.

At this time, the hearing ensued.

Board members stated that both parties were responsible in this case. A better adequate system, program, and proper training must be implemented. Managers should be knowledgeable of the policies and procedures and responsible to follow them.

There being no further business, Sally Still, Board Counsel, declared the meeting adjourned at 3:00 p.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 19, 2015, which minutes were formally approved and adopted by the Civil Service Board on June 29, 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.