

## MINUTES

City of Duluth - Civil Service Board  
September 3, 2013  
4:59 p.m. - City Council Chambers

Members Present: Michelle Hooey (Acting Chairperson)  
Marshall Stenersen  
Portia Johnson (via phone for Item 3A)

Members Absent: Rick Edwards (Chairperson)

Legal Present: Steve Hanke (Assistant City Attorney)

Others Present: Audra Flanagan (Board Secretary)  
Heather DuVal, Aimee Ott, Theresa Severance (HR Staff)  
Therese Johnson (Information Technician)  
Deb Strohm (AFSCME)  
Earl Stewart (Traffic Operations Leadworker)

***Regular meeting called to order by Acting Chairperson Michelle Hooey at 4:59 p.m.***

1. ROLL CALL - **Note: Quorum not present**
2. REVIEW OF MINUTES
  - A. July 9, 2013
3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Signal Technician (revised) - **Approved (Member Johnson via phone; quorum present for Item 3A)**
4. UNFINISHED (OLD) BUSINESS
5. NEW BUSINESS
6. APPEALS
  - A. Administrative Finance Specialist follow-up from July 2013 - **Appellant was informed, by Audra Flanagan (Human Resources Manager), of actions taken by Human Resources following the appeal to the Board at the July 2013 CSB meeting. Appellant was given the opportunity to address the Board.**
7. INFORMATIONAL
  - A. Report of Audits Pending - **Information received**
  - B. Report of Eligible Lists Approved - **Reviewed**
  - C. HR Staff Updates - **Information received**
8. NEXT MEETING SCHEDULED  
October 8, 2013

There being no further business to come before the board, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician