

MINUTES
Civil Service Board
December 4, 2012
4:49 - City Council Chambers

Members Present: Marshall Stenersen (Chair), Rick Edwards, Portia Johnson, John Schwetman

Absent: Michelle Hooey

Legal Counsel: Steven Hanke

Other Attendees: Cliff Tanner

Meeting called to order by Chair Stenersen at 4:49 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES
 - A. November 13, 2012 -- **approved**
3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Finance Office Coordinator NEW -- **approved**
4. ELECTION

Chair - - John Schwetman
Vice Chair - - Rick Edwards
5. UNFINISHED (OLD) BUSINESS
 - A. Obtain Signature for Standing Rules
6. NEW BUSINESS
 - A. ISD 709 Disciplinary -- **Move to open investigation**
 - B. Review of Memo From Harrison Dudley -- **reduced suspension to 1 day**
7. APPEALS
 - A.
8. INFORMATIONAL
 - A. Rejection while on probation -- **received**
 - B. Voluntary Demotion -- **received**
9. NEXT MEETING SCHEDULED

Tuesday, January 8, 2013

There being no further business to come before the Board, the meeting was adjourned at 5:48 p.m.

Respectfully submitted,



Leighann Severance