

**PERSONNEL BOARD MEETING MINUTES**  
**Tuesday, September 1, 2020 – 6:00 p.m.**

Call to Order/Roll Call of Members:

**Stephen Dielmann**, Chairperson; **John Ulloa**, Vice-chairperson; **Clayton Warren Angus Jr.**, Member; **Angel Maestre**, Member; **Christiane Diaz**, Member.

**PRESENT** Stephen Dielmann, Chairperson; John Ulloa, Vice-chairperson; Clayton Warren Angus Jr., Member; Christiane Diaz, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

**ABSENT** Angel Maestre, Member.

**Quorum is present.**

**MEETING MINUTES**

1. Request to approve the minutes of the August 2020 Personnel Board meeting.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations received August 2020.

- |                        |   |
|------------------------|---|
| 1. Elier Martin        | Community Development Dept. Building Div.   |
| 2. Janey Martin        | Community Development Dept. Building Div.   |
| 3. Alejandro Basanta   | Education and Community Services Department |
| 4. Andrew Campbell     | Education and Community Services Department |
| 5. Billy Lezcano       | Police Department                           |
| 6. Kelly Gutierrez     | Police Department                           |
| 7. Eddie Perez         | Public Works Department                     |
| 8. Christopher Sanchez | Retirement Department                       |

**APPROVED 4-0.** Motion by Mr. Ulloa. Second by Ms. Diaz. Motion carried unanimously.

3. Report of **Leave without Pay** for August 2020.

**SO NOTED.**

4. Report of **Civil Service Appointments** for August 2020.

- |  |                              |
|--|------------------------------|
| 1. Agustin E. Carrera ( <i>Service Worker – 08/03/2020</i> )     | Construction and Main. Dept. |
| 2. Enmanuel Perez ( <i>Electrician Apprentice – 08/03/2020</i> ) | Construction and Main. Dept. |
| 3. Willians Guerra ( <i>Fire Chief – 03/02/2020</i> )            | Fire Department              |

**SO NOTED.**

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5. Report of **Resignations** for August 2020.

1. Rhiannon M. Almaguer	Fire Department
2. Jorge Munoz	Fire Department
3. Jose Pastrana	Fire Department
4. Jesus Quevedo	Fire Department
5. Marilyn Gutierrez	Grants and Human Services Department
6. Jonathan A. Vellon	Parks and Recreation Department
7. Kelly Gutierrez	Police Department
8. Jorge Rodriguez	Police Department
9. Mayrelis Pena	Public Safety Communications Department
10. Vivian Leal	Public Works Department

**SO NOTED.**

6. Report of **Maternal/Paternal Leave** for August 2020.

NONE.

**SO NOTED.**

7. Request to approve the eligibility list for **Park Manager**.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Ulloa. Motion carried unanimously.

8. Request to approve the eligibility list for **District Fire Chief**.

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

9. Request to abolish the eligibility list for **Firefighter**.

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

10. Request to approve the **NEW** job description for the position of **Fire Code Enforcement Officer**.

Copy of the proposed job description is attached.  
Range 54: \$1,755 - \$3,483 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Ulloa. Motion carried unanimously.

11. Request to approve the **NEW** job description for the position of **Fire Business Manager**.

Copy of the proposed job description is attached.  
Range 55: \$1,876 - \$3,663 Bi-weekly.

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

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12. Request to hear **Unfinished Business.**

12a. Attendance of all Personnel Board members of 2019 attached as per the request of Mr. Eric Johnson, Hialeah Firefighters' Local 1102.

**SO NOTED.**

13. Request to hear **New Business.**

14. Request to hear **Comments and Questions.**

Meeting Adjourned – 6:35 p.m.

**NEXT PERSONNEL BOARD MEETING: MONDAY, OCTOBER 5, 2020 – 6:00 PM**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.