

PERSONNEL BOARD MEETING MINUTES

Monday, January 4, 2021 – 6:00 p.m.

Call to Order/Roll Call of Members:

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

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

ABSENT

Quorum is present.

MEETING MINUTES

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

APPROVED 5-0. Motion by Ms. Diaz. Second by Mr. Angus. 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 December 2020.

1. Jorge Monserrat Building Division

APPROVED 5-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

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

SO NOTED.

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

NONE.

SO NOTED.

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

1. Hope J. Baker Building Division
2. Reina M. Miret Building Division
3. Jessica Vidal Building Division
4. Silvio F. Corona Mesa Police Department

SO NOTED.

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

1. Heiber Pineiro Information Technology Department
2. Daylin Pineiro Police Department

SO NOTED.

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7. Request to approve the **NEW** job description for the position of **Business Tax Cashier**.

Copy of the proposed job description is attached.

Range 46: \$1,029 - \$1,988 Bi-weekly.

APPROVED 5-0. Motion by Mr. Ulloa. Second by Mr. Vargas. Motion carried unanimously.

8. Request to hear **Unfinished Business**.

9. Request to hear **New Business**.

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

Meeting Adjourned – 6:10 p.m.

NEXT PERSONNEL BOARD MEETING: MONDAY, FEBRUARY 1, 2021 – 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.