

PERSONNEL BOARD MEETING MINUTES
Monday, February 4, 2019 – 6:00 p.m.

Call to Order/Roll Call of Members: **Stephen Dielmann**, Vice-Chairperson; **Zoraya Pena**, Member; **Jacqueline Garcia-Roves**, Member; **Oscar de la Rosa**, Member.

PRESENT Stephen Dielmann, Vice-Chairperson; Jacqueline Garcia-Roves, Member; Zoraya Pena, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Lorena Bravo, City Attorney.

ABSENT Oscar De la Rosa, Member;

AGENDA

1. Request to approve the minutes of the January 2019 Personnel Board meeting.

APPROVED 3-0. Motion by Ms. Garcia-Roves. Second by Ms. Pena. Passed by unanimous vote.

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 January 2019.

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|-----------------------|---------------------------------------|
| 1. George A. Martinez | Business Tax Department |
| 2. Lazaro P. Menendez | Construction & Maintenance Department |
| 3. Jessica C. Hevia | Fire Department |
| 4. Ana M. Salinas | Public Works Department |

APPROVED 3-0. Motion by Ms. Garcia-Roves. Second by Ms. Pena. Passed by unanimous vote.

3. Report of **Leave without Pay** for January 2019.

SO NOTED.

4. Report of **Civil Service Appointments** for January 2019.

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| 1. Ingrid Camino-Hernandez | Retirement Department |
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SO NOTED.

5. Report of **Resignations** for January 2019.

- | | |
|---------------------------|---|
| 1. Nicia C. Garcia | Education & Community Services Department |
| 2. Julio Nuñez | Fire Department |
| 3. Elsa Rodriguez | Grants & Human Services Department |
| 4. Stephanie Lopera | Parks & Recreation Department |
| 5. Luis Garcia | Police Department |
| 6. Rei Carvajal | Police Department |
| 7. Jose A. Perera | Public Safety Communications Department |
| 8. Enrique Torres-Cardero | Streets Department |

SO NOTED.

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6. Report of Maternal/Paternal Leave for January 2019.

NONE.

SO NOTED.

7. Request to approve the revised job description for Recreation Programs Supervisor.

Copy of original and revised job description is attached.

Range 53, \$1,536 - \$3,181 Bi-weekly.

APPROVED 3-0. Motion by Ms. Pena. Second by Ms. Garcia-Roves. Passed by unanimous vote.

8. Request to certify the eligibility list for Park Manager.

APPROVED 3-0. Motion by Ms. Pena. Second by Ms. Garcia-Roves. Passed by unanimous vote.

9. Request to abolish the eligibility list for Fire Chief.

APPROVED 3-0. Motion by Ms. Pena. Second by Ms. Garcia-Roves. Passed by unanimous vote.

10. Request to hear Unfinished Business.

NONE.

11. Request to hear New Business.

NONE.

NEXT PERSONNEL BOARD MEETING: Monday, March 4, 2019 - 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, may 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 seven (7) 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.