

PERSONNEL BOARD MEETING MINUTES

Monday, July 6, 2020 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Vice-Chairperson; **Clayton Warren Angus Jr.**, Member; **Angel Maestre**, Member; **John Ulloa**, Member; **Beatriz Sosa**, Member.

PRESENT Stephen Dielmann, Vice-Chairperson; Clayton Warren Angus Jr., Member; John Ulloa, Member; Beatriz Sosa, 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 June 2020 Personnel Board meeting.

APPROVED 4-0. Motion by Ms. Sosa. Second by Mr. Ulloa. 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 June 2020.

- | | |
|-----------------------|---|
| 1. Orlando Cuba | Construction and Maintenance Department |
| 2. Alejandro Basanta | Education and Community Services Department |
| 3. Henry Avila | Fire Department |
| 4. Karl Odin | Fire Department |
| 5. Carlos Pereira Jr. | Fire Department |
| 6. Phillip Kennedy | Police Department |
| 7. Yunior Pineiro | Police Department |

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

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

SO NOTED.

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

NONE.

SO NOTED.

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

- | | |
|-----------------------|---------------------------------|
| 1. Christopher Turino | Fire Department |
| 2. Monika Cabrera | Parks and Recreation Department |
| 3. Pedro Milian Jr. | Police Department |
| 4. Genaro Montoya | Police Department |
| 5. Christian Muñiz | Police Department |
| 6. Zachary Quicuti | Police Department |
| 7. Vicente Monteagudo | Public Works Department |

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SO NOTED.

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

- | | |
|-----------------------|-------------------|
| 1. Daniel Cruz | Fire Department |
| 2. Nilo M. Sierra Jr. | Fire Department |
| 3. Leslie Valenzuela | Police Department |

SO NOTED.

7. Request to approve the eligibility list for **Police Sergeant**.

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

8. Request to approve the **NEW** job description for the position of **Lien Search and Records Specialist**.

Copy of the proposed job description is attached.
Range 51: \$1,386 - \$2,828 Bi-weekly.

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

9. Request to conduct an in-house, non-competitive civil service examination for **Business Tax Inspector II** for the Business Tax Division (*Silet Diaz*).

- In-house, non-competitive
- 100% Written
- Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.
Range 55: \$1,876 - \$3,663 Bi-weekly.

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

10. Request to hear **Unfinished Business**.

11. Request to hear **New Business**.

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

11a. Appeal of termination hearing by Mr. David Alonso is scheduled for Tuesday, July 28, 2020 in accordance with Rule X, Section 3 of the Civil Service Rules and Regulations.

APPROVED 4-0. The board votes to delegate authority to sign subpoenas to Ms. Lorena Bravo for discovery in this matter for both parties. Motion by Ms. Sosa. Second by Mr. Ulloa. Motion carried unanimously.

11b. Elsa Jaramillo-Velez, Assistant City Attorney will be presenting Sunshine Law, Public Records Law and the Personnel Board Duties and Powers for the board's knowledge.

SO NOTED.

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12. Request to hear Comments and Questions.

Meeting Adjourned – 7:56 p.m.

NEXT PERSONNEL BOARD MEETING: MONDAY, AUGUST 3, 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.