

PERSONNEL BOARD MEETING MINUTES

Monday, August 3, 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

Quorum is present.

MEETING MINUTES

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

APPROVED 5-0. Motion by Mr. Angus. 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 July 2020.

- | | |
|---------------------|---|
| 1. Jesus Cruz | Construction and Maintenance Department |
| 2. Francisco De Paz | Fire Department |
| 3. Samuel Riche | Fire Department |
| 4. Ingrid Figueredo | Public Safety Communications Department |

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

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

SO NOTED.

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

NONE.

SO NOTED.

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

- | | |
|---------------------------|---|
| 1. Carlos F. Lopez | Construction and Maintenance Department |
| 2. Rafael Rodriguez | Police Department |
| 3. Andy Suarez | Police Department |
| 4. Enrique Fernandez Jr., | Public Works Department |

SO NOTED.

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6. Report of Maternal/Paternal Leave for July 2020.

NONE.

SO NOTED.

7. Request to approve the eligibility list for Assistant Chief of Operations.

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

8. Request to approve the eligibility list for Electrician Apprentice.

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

9. Request to approve the **change in range** for the position of Electrician Supervisor.

Copy of the proposed job description is attached.

Current Range 52: \$1,489 - \$3,051 Bi-weekly.

Desired Range 54: \$1,755 - \$3,483 Bi-weekly.

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

10. Request to approve the **NEW** job description for the position of Executive Assistant to the Director of Construction and Maintenance.

Copy of the proposed job description is attached.

Range 34: \$1,755 - \$3,483 Bi-weekly.

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

11. Request to hear Unfinished Business.

11a. Attendance of all Personnel Board members to date attached as per the request of Mr. Eric Johnson, Hialeah Firefighters' Local 1102.

APPROVED 5-0. Motion to provide 2019 attendance to Mr. Eric Johnson by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

12. Request to hear New Business.

12a. Request to decide on an alternative date for the September 2020 Personnel Board meeting due to the observance of Labor Day.

APPROVED 5-0. Motion to conduct the September 2020 Personnel Board meeting on September 1 or 2, whichever is available by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

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***Special Meeting of the Personnel Board on the appeal from termination by David Alonso continued from Monday, July 27, 2020 to be held on Thursday, August 13, 2020 starting at 9:30 a.m. and if determined to be necessary, continued on Monday, August 17, 2020 and Tuesday, August 18, 2020 until the hearing is concluded.

SO NOTED.

12b. Request to elect new Chairperson and Vice-chairperson for the Personnel Board.

APPROVED 5-0. Motion to elect Mr. Stephen Dielmann as Chairperson by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

APPROVED 5-0. Motion to elect Mr. John Ulloa as Vice-chairperson by Mr. Angus. Second by Mr. Maestre. Motion carried unanimously.

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

Meeting Adjourned – 6:17 p.m.

NEXT PERSONNEL BOARD MEETING: TUESDAY, SEPTEMBER 1, 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.