

PERSONNEL BOARD MEETING MINUTES

Monday, October 7, 2019 – 6:00 p.m.

Call to Order/Roll Call of Members: **Stephen Dielmann**, Vice-Chairperson; **Angel Maestre**, Member; **Jacqueline Garcia-Roves**, Member; **Oscar De La Rosa**, Member.

PRESENT Stephen Dielmann, Vice-Chairperson; Jacqueline Garcia-Roves, Member; Angel Maestre, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

ABSENT Oscar De la Rosa, Member.

AGENDA

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

APPROVED 3-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. 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 September 2019.

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|-----------------------|----------------------------------|
| 1. Wilda Fuentes | Community Development Department |
| 2. Luis R. Cortes | Fire Department |
| 3. Jorge Muñoz | Fire Department |
| 4. Vladimir D. Pierre | Fire Department |

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

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

SO NOTED.

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

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|---------------------|-----------------|
| 1. Marcelino Moreno | Fire Department |
|---------------------|-----------------|

SO NOTED.

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

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|--------------------------|---|
| 1. John M. Donahue | Fire Department |
| 2. Glen Stallings | Fire Department |
| 3. Leonard Grandio Jr. | Grants and Human Services Department |
| 4. Alexandre Schmidt Jr. | Police Department |
| 5. Maibelys Gonzalez | Police Department |
| 6. Ashley E. Lopez | Public Safety Communications Department |

SO NOTED.

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

NONE.

SO NOTED.

7. Request to approve the range change for the position of Executive Assistant to the Building Official.

Copy of revised job description is attached.

Range 53: \$1,582 - \$3,276 Bi-weekly.

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

8. Request to approve the range change for the position of Special Projects Coordinator I.

Copy of revised job description is attached.

Range 51: \$1,386 - \$2,828 Bi-weekly.

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

9. Request to approve the range change for the position of Special Projects Coordinator II.

Copy of revised job description is attached.

Range 53: \$1,582 - \$3,276 Bi-weekly.

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

10. Request to approve the revised job description for Public Works Supervisor I.

Copy of revised job description is attached.

Range 50: \$1,369 - \$2,664 Bi-weekly.

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

11. Request to hear Unfinished Business.

11a. Request to elect new Chairperson and Vice-Chairperson for the Personnel Board.

TABLED 3-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.
This item will be extended until after elections take place.

12. Request to hear New Business.

No new business from the city. No new business from the board.

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NEXT PERSONNEL BOARD MEETING: MONDAY, NOVEMBER 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.