



**BUSINESS MEETING**

**MARCH 21, 2018**

**AGENDA &  
PRIMARY BACK-UP MATERIALS**

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD  
MARCH 21, 2018 MEETING AGENDA  
PAGE 1 OF 2**

All Civil Service Board meetings are open to the public and subject to the Sunshine Law. Meetings are typically scheduled for the third Wednesday of each month at 6:00 PM in the Planning Commission Boardroom.

In accordance with the Americans with Disabilities Act, persons needing special accommodations to participate in this meeting should contact the Director at 813-272-5625.

Current and historical Civil Service Board agenda and backup materials are available online at [www.hccsb.org](http://www.hccsb.org).

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **MINUTES**
  - A. **CIVIL SERVICE BOARD MEETING MINUTES**  
*Approve the minutes of the February 21, 2018 Civil Service Board meeting. (PAGE 4 - [CLICK HERE](#))*
  - B. **EVIDENTIARY HEARING MINUTES: DONNELL V. HILLSBOROUGH COUNTY ADMINISTRATOR**  
*Approve the minutes of the Donnell hearing from February 21, 2018. (PAGE 7 - [CLICK HERE](#))*
5. **AGENDA CHANGES**
6. **SCHEDULED APPEARANCES**  
*None.*
7. **PUBLIC COMMENT**
8. **CLASSIFICATION ACTIONS FOR RATIFICATION (PAGE 8 - [CLICK HERE](#))**  
*Ratify actions affecting 1 position in 1 agency.*

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD  
MARCH 21, 2018 MEETING AGENDA  
PAGE 2 OF 2**

**9. DISCUSSION ITEMS**

**A. EXTENSION OF TEMPORARY EMPLOYEE [\(PAGE 9 - CLICK HERE\)](#)**

*Consider the request from Mr. Waggoner of the Tampa Hillsborough Expressway Authority to extend the temporary employment of Judith Villegas for a period not to exceed May 31, 2019.*

**B. AGREEMENT FOR SERVICES AND REPRESENTATION GREENBERG TRAURIG [\(PAGE 11 - CLICK HERE\)](#)**

*Approve the Agreement for Services and Representation with the law firm of Greenberg Traurig.*

**C. DIRECTOR'S PERFORMANCE EVALUATION [\(PAGE 14 - CLICK HERE\)](#)**

*Approve the new Director's Performance Evaluation Form.*

**10. STAFF REPORTS *(These items are for information only; no action is required.)***

**A. CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION [\(PAGE 23 - CLICK HERE\)](#)**

**B. CIVIL SERVICE BOARD SURVEY [\(PAGE 26 - CLICK HERE\)](#)**

**C. 2018 CIVIL SERVICE BOARD CALENDAR [\(PAGE 36 - CLICK HERE\)](#)**

**D. 2018 EMPLOYEE ADVISORY COMMITTEE CALENDAR [\(PAGE 37 - CLICK HERE\)](#)**

**11. DIRECTOR'S REPORT**

**MONTHLY MEETING REPORT [\(PAGE 38 - CLICK HERE\)](#)**

**12. GENERAL COUNSEL'S REPORT**

**A. DOCKET SUMMARY [\(PAGE 40 - CLICK HERE\)](#)**

**B. DONNELL CASE INDEX [\(PAGE 41 - CLICK HERE\)](#)**

**13. BOARD MEMBER COMMENTS**

**14. ADJOURNMENT**

FEBRUARY 21, 2018 - CIVIL SERVICE BOARD

The Civil Service Board (CSB), Hillsborough County, Florida, met in Regular Meeting, scheduled for Wednesday, February 21, 2018, at 6:00 p.m., in the Planning Commission Meeting Room, 18th Floor, Frederick B. Karl County Center, Tampa, Florida.

1. CALL TO ORDER

▶ Vice Chair Trichler called the meeting to order at 6:02 p.m.

2. ▶ PLEDGE OF ALLEGIANCE

3. ▶ ROLL CALL

The following members were present:

Ernie Trichler, Vice Chair  
Tiffany Bell  
Neal Carbaugh  
Andrea Cichon  
Chandra Hosler

The following members were absent:

Simon Canasi, Chair  
Scott Strepina

4. MINUTES

A. Approve the minutes of the January 17, 2018, CSB meeting.

▶ Vice Chair Trichler sought a motion to approve the minutes of the January 2018 CSB meeting. **Ms. Bell so moved, seconded by Ms. Cichon, and carried five to zero.** (Chair Canasi and Member Strepina were absent.)

B. Approve the inclusion of the minutes of the January 19, 2018, Employee Advisory Committee (EAC) into the minutes of tonight's CSB meeting.

▶ Vice Chair Trichler requested a motion to approve the inclusions of the minutes of the January 19, 2018, EAC into the minutes. **Mr. Carbaugh so moved, seconded by Ms. Bell, and carried five to zero.** (Chair Canasi and Member Strepina were absent.)

FEBRUARY 21, 2018 - CIVIL SERVICE BOARD

5. AGENDA CHANGES

▶ Mr. Kevin Beckner, CSB Director, stated there were no changes.

6. SCHEDULED APPEARANCES - ▶ None.

7. PUBLIC COMMENT - ▶ None.

8. CLASSIFICATION ACTIONS FOR RATIFICATION

Ratify Actions Affecting Five Positions in Two Agencies

▶ Mr. Beckner reviewed the item and suggested a motion to ratify the aforementioned reclassifications. ▶ **Mr. Carbaugh so moved, seconded by Ms. Hosler, and carried five to zero.** (Chair Canasi and Member Strepina were absent.)

9. DISCUSSION ITEM

A. CLASSIFIED EMPLOYEE COMPENSATION

Adopt a motion to approve the proposed changes to Civil Service Rule (CSR) 8, effective February 21, 2018, and direct immediate distribution of the final rule in accordance with the Board's procedures.

▶ Ms. Alma Gonzalez, CSB, summarized the item. ▶ Mr. Beckner advised the CSB should entertain a motion to open for public hearing. **Ms. Bell so moved, seconded by Mr. Carbaugh, and carried five to zero.** (Chair Canasi and Member Strepina were absent.) Observing no response to the call for public comment,

▶ Vice Chair Trichler sought a motion to approve the changes for CSR 8. **Mr. Carbaugh so moved, seconded by Ms. Cichon, and carried five to zero.** (Chair Canasi and Member Strepina were absent.) Ms. Gonzalez congratulated Members Bell, Cichon, and Hosler for clearing the State Senate Ethics and Elections Committee without any objections.

10. STAFF REPORTS (THE ITEMS WERE FOR INFORMATION ONLY; NO ACTION WAS REQUIRED.)

A. CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION

B. 2018 CSB CALENDAR

C. 2018 EAC CALENDAR

FEBRUARY 21, 2018 - CIVIL SERVICE BOARD

▶ Mr. Beckner touched on the items.

11. DIRECTOR'S REPORT

A. MONTHLY MEETING REPORT

▶ Mr. Beckner referenced background material.

B. CSB MEMBER ATTENDANCE

▶ Mr. Beckner solicited questions regarding background material, provided an update on the CSB office's relocation, and announced the CSB strategic agreement had been approved by the Board of County Commissioners.

12. GENERAL COUNSEL'S REPORT

A. DOCKET SUMMARY

a. INDICES

▶ CSB Counsel Peter Zinober gave the report.

13. BOARD MEMBER COMMENTS - ▶ None.

14. ADJOURNMENT

▶ There being no further business, the meeting was adjourned at 6:14 p.m.

READ AND APPROVED: \_\_\_\_\_  
CHAIR

ATTEST:  
PAT FRANK, CLERK

By: \_\_\_\_\_  
Deputy Clerk

jh

Minutes

Hillsborough County Civil Service Board Hearing

February 21, 2018

The Civil Service Board, Hillsborough County, Florida met to hear the case listed below at a duly scheduled and publicly noticed meeting on February 21, 2018 upon the conclusion of business, commencing at 6:47 p.m. in the Planning Commission Board Room, 18<sup>th</sup> Floor, 601 East Kennedy Boulevard, Tampa, Florida.

**1. Call to Order**

*Vice Chair Trichler called the meeting to order at 6:47 p.m.*

**2. Hearing**

<b>Case #</b>	<b>Appellant/ Representative</b>	<b>v.</b>	<b>Appointing Authority/ Representative</b>
CSB 17-831	Robert S. Donnell		Hillsborough County Parks & Recreation
	Robert L. Simmons		Danielle Green, Esq.

The Parties were directed to submit proposed findings of fact and a proposed final order documenting the Board’s decision to uphold the Appointing Authority’s action to dismiss the Appellant from employment within 10 days of the hearing.

**3. Final Action:**

*The employee’s Appeal of his dismissal is DENIED pending the issuance of a final order.*

**4. Adjournment**

There being no further business, the meeting was adjourned at 12:20 a.m. on February 22, 2018.

READ AND APPROVED:

\_\_\_\_\_

Ernie Trichler, CSB Vice Chair

ATTESTED BY:

\_\_\_\_\_

Alma Gonzalez, CSB Staff

Simon Canasi, Chair  
Tiffany Bell  
Andrea Cichon  
Neal Carbaugh  
Chandra Hosler  
Scott Strepina  
Ernie Trichler

Pat Frank, Clerk of Courts  
Secretary Ex Officio



Kevin Beckner, Director  
[BecknerK@HillsboroughCounty.org](mailto:BecknerK@HillsboroughCounty.org)

601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

Telephone: 813-272-5625  
Web Site: [www.hccsb.org](http://www.hccsb.org)

Date: February 13, 2018

Ms. Kelley Parris  
Executive Director, Children's Board  
1002 E. Palm Avenue  
Tampa, Florida 33605

SUBJECT: Request for position/classification action dated February 1, 2018

Dear Ms. Parris,

Based on your request for position/classification action within your agency, we have taken the following action:

Established one classified position, numbered 016168, as Senior Program Coordinator (pay grade CBD.O), effective February 13, 2018.

We have provisionally designated this position as exempt from FLSA. If you feel otherwise, then please contact me via phone or email at your convenience.

If we can be of further assistance in this matter, then please don't hesitate to call.

Sincerely,

  
Kurt Wilkening

Deputy Director  
Civil Service Board of Hillsborough County

cc: Jan Houser, CBD  
Terrell Mathis, CSB

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9. DISCUSSION ITEMS

A. REQUEST FOR CIVIL SERVICE RULE EXCEPTION

EXTENSION OF TEMPORARY EMPLOYMENT

Agency Name: Tampa Hillsborough Expressway Authority  
Employee Name: Judith Villegas  
Classification: Transportation Worker Trainee  
Original Hire: 5/15/2017  
First Extension: 09/11/2017 through 01/08/2018  
Second Extension: 01/10/2018 through 05/09/2018  
**Requested Extension: 05/10/2018 through 05/31/2019**

STAFF ANALYSIS

Civil Service Rule 7.2.7(f) requires a showing of special circumstances for the total continuous temporary employment of Ms. Villegas beyond 360 calendar days. As stated in the attached letter, Mr. Joseph Waggoner, Chief Executive Officer of the Tampa Hillsborough Expressway Authority places great value on Ms. Villegas' electrical engineering experience and wishes to extend her temporary appointment to coincide with her graduation date from the University of South Florida's College of Engineering on May 31, 2019.

STAFF RECOMMENDATION

None.

March 6, 2018

Mr. Kevin Beckner, Director  
Civil Service Board  
Hillsborough County  
601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

RE: Extension of Temporary Employment of Judith Villegas

Dear Mr. Beckner:

The purpose of this letter is to notify you of a special circumstance for the continuous temporary employment of Judith Villegas. Ms. Villegas is an intern for the Expressway Authority from the University of South Florida (USF). The Selmon Expressway-USF internship program is for juniors and seniors who are from the Tampa area and who are accepted to the USF College of Engineering. Ms. Villegas is a senior at USF, specializing in electrical engineering.

Ms. Villegas had expected to graduate from USF in 2018, but counselors suggested she add several classes to her curriculum. Adding the classes pushed Ms. Villegas' graduation date to May of 2019. Ms. Villegas has been instrumental in several Expressway Authority projects and her continued temporary employment, until her graduation date, will ensure that these projects continue and are completed.

Ms. Villegas is studying electrical engineering, which has proven especially useful to our agency with our connected vehicle pilot project. Having Ms. Villegas continue as a Selmon-USF intern, will allow her invaluable experience with electrical engineering and connected vehicles (CV). She will continue to be an asset to the CV project, assisting with the testing phase of the venture. The experience Ms. Villegas is obtaining as a Selmon-USF intern will serve her well in her career. During her internship, Ms. Villegas has received hands-on instruction in field work, met and worked with leaders in the transportation and engineering fields, and learned the operations of a government agency.

With this letter, I am requesting Ms. Villegas' final termination as a temporary employee serving in our Selmon-USF internship program be extended to May 31, 2019 to coincide with her graduation with an engineering degree from USF. Your consideration and approval of this request is greatly appreciated.

Sincerely,



Joe Waggoner  
Chief Executive Officer

cc: Amy Lettelleir, CFO  
Debbie Northington, Admin. Svcs. Mgr.

## **AGREEMENT FOR SERVICES AND REPRESENTATION**

Pursuant to motion duly made, seconded and carried during its March 21, 2018 Board meeting, the Hillsborough County Civil Service Board authorized the Chair to renew the services of Peter Zinober, Esquire, with the law firm of Greenberg Traurig, P.A. to provide legal services as required by the Board.

This Agreement shall be effective from June 1, 2018 through May 31, 2019 and may be extended by mutual agreement of contracting parties. Absent a mutual agreement for extension prior to the end of the term of this agreement, the provisions of this contract shall continue until such time as either contracting party provides sixty days of notice to the other of intention to terminate the contract.

The Board agrees to pay Greenberg Traurig, PA as General Counsel to the Board, a monthly fee amount of \$7,000 (Fixed Fee).

During the term of the Agreement, Greenberg Traurig will record all times and fees (Actual Fee) incurred based upon approved rates (provided on next page), as well as a detailed description of the work performed. In the event that the Actual Fee amount is within plus or minus 20% of the Fixed Fee ("the Collar"), the Hillsborough County Civil Service Board will pay Greenberg Traurig the Fixed-Fee amount. The Collar shall be applied to the annual Fixed Fee amount of \$84,000. Using this calculation, the Collar for the Fixed Fee is set at a Low Point of \$67,200 (\$84,000 minus 20%) and at the High Point of \$100,800 (\$84,000 plus 20%). At the conclusion of the agreement term (1 year), if the Actual Fee is less than Low Point, Greenberg Traurig will rebate or credit the Hillsborough County Civil Service Board the difference between Low Point and the Actual Fee amount. During the term of the agreement, should the Actual Fee amount

exceed High Point in any given month, Greenberg Traurig will notify Board staff right away in writing to include a detailed accounting of all hours worked.

The Hillsborough County Civil Service Board agrees to pay hourly for time incurred above the High Point, at the following agreed upon and approved rates:

- \$375 per hour for Mr. Zinober as a Senior Partner
- \$340 per hour for a Junior Partner/Senior Associate
- \$320 per hour for a Junior Associate; and
- \$180 per hour for a Paralegal

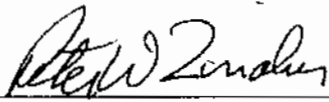
In return, Greenberg Traurig will provide the following services:

- Legal advice and assistance, orally, telephonically, and in writing, on those matters about which the firm is consulted by the Board and/or the Director
- Advice during regular and special meetings of the Board
- Advice and assistance during Board workshops
- Advice and assistance, including service as Hearing Officer at hearings conducted under Rule 11, 14 and 15 of the Civil Service Board Rules and the Civil Service Act, Chapter 2000-445, Laws of Florida, as amended. This includes:
  - Evidentiary hearings
  - Hearings on Motions to Dismiss and for Summary Judgment
  - Conducting pre-hearing conferences among the parties to Rule 11, and Rule 14 and 15 hearings

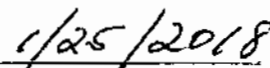
- Representation of the Board at Meetings and Conferences as requested by the Chair or Director, including but not limited to meetings and appearances with members of the Legislative Delegation
- Other and various duties and responsibilities consistent with the role of General Counsel to the Board, as are requested by the Chair or the Director from time to time.

Special litigation or other legal services beyond the scope of the aforementioned duties/services will be compensated at the hourly rates noted in this Agreement.

\_\_\_\_\_  
Simon Canasi, Chair

  
\_\_\_\_\_  
Peter Zinober, Esquire  
Greenberg Traurig, PA

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date



**Performance Appraisal for the  
Civil Service Board Director**

Today's Date:

Completed by:

## Introduction

### **Purpose Overview:**

The annual performance appraisal provides an opportunity for each Board member of the Hillsborough County Civil Service Board (CSB) to formally review, document and recognize the performance of the Director over the past year. Each Board member should complete the Performance Appraisal form based on behaviors observed and objectives achieved during the current review period. The Director completes a Self-Evaluation form based on the same criteria.

### **The Appraisal Process:**

- 1) CSB staff provides:
  - The Director with this Performance Appraisal form to rate his own performance for the specified performance review period, and
  - Each Board member with a Performance Appraisal form to evaluate the performance of the Director for the same specified performance review period.
- 2) A date is set to discuss the Director's annual Performance Appraisal at a scheduled Board Meeting.
- 3) Prior to the scheduled Board Meeting, the Director provides each Board member with his completed self-evaluation Performance Appraisal form including a self-rating for each Performance Dimension. Additionally, the Director will provide a summary of major accomplishments and any unanticipated challenges that occurred during the rating period.
- 4) Each Board member completes the Performance Appraisal form after having received the Director's self-evaluation Performance Appraisal form.
- 5) The Director's Office schedules a meeting for a one-on-one discussion with each Board member prior to the Board Meeting date at which the Director's Performance Appraisal will be discussed. Each Board member conducts a one-on-one discussion with the Director to discuss the Performance Appraisal form and signs the form indicating that the meeting occurred.
- 6) Upon completion of the one-on-one discussions, each Board member submits the original signed Performance Appraisal form to the CSB Office for imaging and retention.
- 7) CSB Office collates all of the information from the Performance Appraisal forms that have been provided by each Board member, and creates a summary sheet and provides each Board member and the Director with a copy of that summary sheet in advance of the scheduled Board Meeting discussion.

## **Proposed 2018 Timeline**

- March 21: CSB members discuss and approve evaluation process, form and timeline.
- April 6: The Directors' Self evaluation and the CSB evaluation form are distributed to Board members.
- April 18: Board member evaluations returned to Mr. Wilkening via email, mail, or delivered in person at the CSB meeting.
- April 19 through May 9: Evaluation results are tallied and scores averaged into a master evaluation. One-on-one meetings conducted with the Director and each Board member. The meeting can be scheduled separate from the regular May CSB briefing or during the May CSB briefing.
- May 9: The Directors' evaluation is discussed and approved by the Board.

## **The Performance Appraisal Form:**

This form is designed to allow you, as the Director, the opportunity to evaluate your own performance and contributions during the performance review period. The form contains the same content provided in the Performance Appraisal form that will be completed by each Board member, promoting consistency in the evaluation process including the following performance areas:

### **Part I: The Performance Evaluation:**

- A. Performance Dimensions: In this section, provide a rating on each of the Performance Dimensions by checking the appropriate rating box and by providing comments to explain/support your rating. The Performance Dimensions are as follows:
1. Strategic Management
  2. Leadership
  3. Judgment in Decision Making
  4. Financial Resource Management
  5. Responsiveness
  6. Communication
- B. Unanticipated Challenges: Included are some of the unanticipated challenges that influenced or affected the degree to which objectives were met.

**Part II: Overall Narrative Comments**: Provide any additional narrative comments regarding your individual leadership strengths or skills, as well as, any areas you plan to target for improvement for the next review period.

**Part III: Future Goals**: Specify any goals for discussion to become part of the next review period.

**Part IV: Signature**: Sign and date the last page of this Self-Evaluation form.

The following Performance Dimension ratings are based on a scale of 1 to 5 with 1 being low and 5 being high. Referencing the specific behaviors for each dimension below, place a check (✓) in the box that most closely corresponds to the rating you feel most appropriate.



**PART 1A: PERFORMANCE DIMENSIONS**

PERFORMANCE DIMENSION #1	SELECT RATING				
<p><b>STRATEGIC MANAGEMENT:</b></p> <p>The ability to establish direction and develop strategic action plans to accomplish Board goals and carry out the Board's long-range vision.</p> <p><u>Behaviors may include the extent to which the individual:</u>            Leads the development and implementation of the Board's strategic plan; Demonstrates a strategic focus in developing the Board's mission, vision, objectives and focus, and works to ensure strategic planning processes remain on track; Ensures the stability of operations and services; Provides strategic advice and high quality solutions to County agencies to enable them to carry out their core services more efficiently. Identifies opportunities and drives changes to improve the Board's visibility and value to County leadership; Maintains currency on human resource issues in the public sector and advises the Board, client agencies, and the Employee Advisory Committee on important events and trends.</p>	5 = Exceptional	4 = Exceeds Expectations	3 = Meets Expectations	2 = Needs Improvement	1 = Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>					

PERFORMANCE DIMENSION #2	SELECT RATING				
<p><b>LEADERSHIP:</b></p> <p>The ability to inspire and motivate individuals in a fair and effective manner to achieve peak performance, and appropriately leverage authority to achieve the organization's objectives.</p> <p><u>Behaviors may include the extent to which the individual:</u>            Creates a collaborative vision for the organization; Focuses on efficiencies and effectiveness; Identifies opportunities to improve business processes and expand the organization's services; Selects, directs and develops others to succeed; Holds others accountable; Acts with character and integrity.</p>	5 = Exceptional	4 = Exceeds Expectations	3 = Meets Expectations	2 = Needs Improvement	1 = Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>					
PERFORMANCE DIMENSION #3	SELECT RATING				

<p><b>JUDGMENT IN DECISION MAKING:</b></p> <p>The degree to which an individual uses critical thinking skills to analyze available facts, business responsibilities, and probable outcomes and then pursues an appropriate course of action despite pressure or ambiguity.</p> <p><u>Behaviors may include the extent to which the individual:</u>          Bases decisions on fact rather than emotion; Evaluates alternative options; Minimizes personal bias in decision making; Uses logical and sound judgment to anticipate possible consequences.</p>	5 = Exceptional	4 = Exceeds Expectations	3 = Meets Expectations	2 = Needs Improvement	1 = Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Comments:</b></p>					

PERFORMANCE DIMENSION #4	SELECT RATING				
<p><b>FINANCIAL RESOURCE MANAGEMENT:</b></p> <p>The degree, to which an individual plans, develops, organizes and administers the adopted budget and efficiently utilizes the organization's resources to provide high quality services to meet financial obligations, and insure long-term financial sustainability.</p> <p><u>Behaviors may include the extent to which the individual:</u>          Develops and implements an annual budget as defined in the Civil Service Act; Determines funding needs; Controls costs by staying within established budget limits; Displays a clear understanding of financial resources and priorities; Makes informed and responsible recommendations and decisions regarding fiscal operations.</p>	5 = Exceptional	4 = Exceeds Expectations	3 = Meets Expectations	2 = Needs Improvement	1 = Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Comments:</b></p>					

PERFORMANCE DIMENSION #5	SELECT RATING				
<p><b>RESPONSIVENESS:</b></p> <p>The degree to which an individual is receptive and able to effectively adjust plans and behavior to respond to inquiries and apply appropriate actions and strategies.</p> <p><u>Behaviors may include the extent to which the individual:</u> Provides timely and accurate answers to questions or concerns; Informs others if deadline will be missed and resets deadline; Provides status updates; Modifies actions based upon obtained information.</p>	5 = Exceptional	4 = Exceeds Expectations	3 = Meets Expectations	2 = Needs Improvement	1 = Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Comments:</b></p>					

PERFORMANCE DIMENSION #6	SELECT RATING				
<p><b>COMMUNICATION:</b></p> <p>The degree to which an individual communicates in an open, effective, and forthright manner.</p> <p><u>Behaviors may include the extent to which the individual:</u> Maintains open communication with Board members and the leadership of client agencies to ensure alignment of services with the mission and goals of the Board and each agency; Listens and understands; Clearly articulates ideas and information verbally and/or through written means; Uses appropriate media and methods to provide factual information; Provides accurate feedback to others concerning issues; Displays tact when providing information regarding County's business.</p>	5 = Exceptional	4 = Exceeds Expectations	3 = Meets Expectations	2 = Needs Improvement	1 = Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Comments:</b></p>					

**PART 1B: Unanticipated Challenges:**

**Describe any unanticipated challenges that influenced or affected the degree to which objectives were met.**

## **PART II: OVERALL NARRATIVE COMMENTS**

1. Describe two to three strengths or areas of performance where you exhibited leadership and/or administrative skills during this performance review period.
  - a.
  
2. List two to three areas in which you could improve over the next performance review period.
  - a.
  
3. Provide any additional comments concerning your overall performance during this performance review period.

### **PART III: FUTURE GOALS**

List any major goals or objectives to discuss with the Board members during the next performance review period.

1.

2.

3.

### **Part IV: SIGNATURE**

_____	
Director Name	
_____	_____
Director Signature	Date:
_____	
Board Member Name	
_____	_____
Board Member Signature	Date:

Simon Canasi, Chair  
Tiffany Bell  
Andrea Cichon  
Neal Carbaugh  
Chandra Hosler  
Scott Strepina  
Ernie Trichler

Pat Frank, Clerk of Courts  
Secretary Ex Officio



Kevin Beckner, Director  
[BecknerK@HillsboroughCounty.org](mailto:BecknerK@HillsboroughCounty.org)

601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

Telephone: 813-272-5625  
Web Site: [www.hccsb.org](http://www.hccsb.org)

Date: January 26, 2018

To: Janet Dougherty, Executive Director  
Environmental Protection Commission

SUBJECT: Request for position/classification action dated February 21, 2018

Dear Ms. Dougherty,

Based on your request for position/classification action within your agency, we have taken the following action:

Reclassified one vacant position, numbered 015542, from Engineering Specialist I (pay grade EPC.O), to Environmental Scientist I (pay grade EPC.L), effective February 26, 2018.

We provisionally designated this position as exempt from FLSA. If you feel otherwise, please send a written request with any changes to [CSBClassandComp@hillsboroughcounty.org](mailto:CSBClassandComp@hillsboroughcounty.org).

It will take one day from the effective date of this action for our online recruitment system to import this action. Therefore, please wait until February 27, 2018, to submit a personnel requisition in order to staff the above position.

Please contact us if we can be of further assistance in this matter.

Sincerely,

Kurt Wilkening

Deputy Director

Civil Service Board of Hillsborough County

cc: Leslie Campbell, Gen Mgr Adm  
Terrell Mathis, CSB

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Simon Canasi, Chair  
Tiffany Bell  
Andrea Cichon  
Neal Carbaugh  
Chandra Hosler  
Scott Strepina  
Ernie Trichler

Pat Frank, Clerk of Courts  
Secretary Ex Officio



Kevin Beckner, Director  
[BecknerK@HillsboroughCounty.org](mailto:BecknerK@HillsboroughCounty.org)

601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

Telephone: 813-272-5625  
Web Site: [www.hccsb.org](http://www.hccsb.org)

Date: February 22, 2018

Joe Waggoner, CEO  
Tampa-Hillsborough Expressway Authority  
1104 E. Twiggs St., Suite 300  
Tampa, FL 33602

SUBJECT: Request for position/classification action dated February 20, 2018

Dear Mr. Waggoner,

Based on your request for position/classification action within your agency, we have taken the following action:

Established one unclassified position, numbered 016170, as Deputy Planning Director (pay grade General Unclassified), effective February 21, 2018.

We have provisionally designated this position as exempt from FLSA. If you feel otherwise, then please contact me via phone or email at your convenience.

If we can be of further assistance in this matter, then please don't hesitate to call.

Sincerely,

  
Kurt Wilkening

Deputy Director  
Civil Service Board of Hillsborough County

cc: Debbie Northington, Administrative Svcs Mgr, THEA  
Terrell Mathis, CSB

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Simon Canasi, Chair  
Tiffany Bell  
Andrea Cichon  
Neal Carbaugh  
Chandra Hosler  
Scott Strepina  
Ernie Trichler

Pat Frank, Clerk of Courts  
Secretary Ex Officio



Kevin Beckner, Director  
[BecknerK@HillsboroughCounty.org](mailto:BecknerK@HillsboroughCounty.org)

601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

Telephone: 813-272-5625  
Web Site: [www.hccsb.org](http://www.hccsb.org)

Date: February 13, 2018

Paul Anderson, Port Director & CEO  
Port Tampa Bay  
c/o JoeAnne Toledo, VP Human Resources  
1101 Channelside Drive  
Tampa, FL 33602

SUBJECT: Request for position/classification action dated February 1, 2018

Dear Mr. Anderson,

Based on your request for position/classification action within your agency, we have taken the following action:

Established one unclassified position, numbered 016169, as Vice President Finance (pay grade General Unclassified), effective February 13, 2018.

We have provisionally designated this position as exempt from FLSA. If you feel otherwise, then please contact me via phone or email at your convenience.

If we can be of further assistance in this matter, then please don't hesitate to call.

Sincerely,



Kurt Wilkening  
Deputy Director  
Civil Service Board of Hillsborough County

cc: Lisa Barber, PTB  
Juliann Alvarez  
Terrell Mathis, CSB

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# A Compilation of Surveyed Civil Service Boards Around the State of Florida

By Hillsborough County Civil Service Board Staff

## Executive Summary

At its December, 2017 Board meeting, members asked staff to draft a survey (provided at end of this report) in order to identify other similar Boards across the state and how they conduct their business. In January of 2018, the following Civil Service (like) Boards across the state were sent the survey.

Rows highlighted in blue [ ] indicate a survey was received from the organization.

Organization	First Name	Last Name	Contact Job Title
City of Hialeah Personnel Board	Luz	Fernandez	Secretary
City of Jacksonville	Meredith	Ortiz	Chief Administrative Officer
City of Key West	Claire	Hurd	Exec Secretary
City of Lakeland "Employment Services"	Mark	Farrington	HR Director
City of Miami	Tishria	Mindingall	Exec Secretary
City of Milton	Dewitt	Nobles	City Clerk
City of Miramar	Melanie	McLean	HR Director
City of Oakland Park	Lori	Day	HR Director
City of Orlando	Mike	Flood	HR Analyst
City of St. Petersburg	Chris	Guella	HR Director
City of Winter Park	Kathleen	Reed	Sr Staff Assistant
Hillsborough County Civil Service Board	Kurt	Wilkening	Deputy Director
Santa Rosa County	Cindy	Williams	HR Manager
Unified Personnel Board of Pinellas County	Holly	Schoenherr	HR Director

Seven out of 14 organizations completed a survey for a 50% response rate.

Surveys received confirm that Hillsborough's Civil Service Board is unique among all the Boards that responded in terms of member appointments, services provided, staffing levels, budget, bold initiatives undertaken and leveraged technology.

The pages that follow summarize the responses received from surveyed organizations.

## Hillsborough County Civil Service Board

- Authority: FL ST. CHAPTER 2000-445
- Member Composition: 7 members
- Member Selection/Compensation: Appointed by the Governor – Not compensated
- Board Meets How Often: Meets monthly on the third Wednesday of each month at 6:00p
- Office Staff: 5 Staff members plus 1 Director (6).
- Services Provided: Talent Acquisition (2), Classification & Compensation (2), Personnel Action Transaction Management (1), Training (1), and Appeals & Grievances (1). [We have some positions that are assigned to more than one area.]
- EAC/Grp Reporting: Yes
- Agencies/EEs Served: The Board serves 20 different county agencies with a combined total of 10,056 employees.
- Budget: Approximately \$1.9M
- Value in having an annual Florida Civil Service Board Conference: N/A
- Mission, Vision, Values: Mission-Serving as the arbiter, we provide information & guidance to client appointing authorities on the disciplinary process and to employees on their rights through a consistent employee relations system ensuring a fair & impartial forum. –Vision- To be Hillsborough County Government's Fair Employment Information Hub -Value Proposition- We ensure fair employment practices for Hillsborough County Classified employees.
- Bold Initiatives: Underwent a collaborative Strategic Planning Process with Appointing Authorities, Board Members and other key stakeholders; Transforming itself from a transactional organization to a collaborative solutions-oriented organization; Paperless wherever possible; New imaging system (OnBase); Provide LiveScan to public; Pearson-Vue Testing Center;
- Technology: OnBase; Oracle; JobAps; ERI; Web-portal; WordPress; MS Office Suite; LiveScan; Pearson-Vue

## City of Orlando Civil Service Board

- Authority: Charter of City of Orlando, City Code Section 58
- Member Composition: 5 members
- Member Selection/Compensation: Those interested in serving (volunteer; not compensated) must submit an application to the City Clerk's Office. The Clerk's Office provides these applications to a Nominating Board. The Nominating Board evaluates board vacancies and makes applicant recommendations to the respective city board (there are approximately 20 city boards). The Mayor ultimately approves board member appointments. This board only serves sworn members of the Orlando Police and Fire Departments. No other positions within the City of Orlando are considered to fall under "Civil Service"
- Board Meets How Often: Meets six times per year (every other month). However, additional meetings are held if there is pressing business which cannot wait until the next regularly scheduled meeting.
- Office Staff: The Board's office staff consists of three members: a manager, analyst and specialist. However, both the manager and specialist have many other job tasks and duties unrelated to the Civil Service Board.

- **Services Provided:** The Board's duties include: certifying promotional lists, approving individuals for hire and advances in rank or promotion and ruling on appeals for non-disciplinary matters. These appeals mostly consist of candidates taking issue with some aspect of a promotional process and arguing their case before the board. Mostly, HR creates and administers promotional exams for various ranks in the police and fire departments. The Civil Service Board then certifies the results or hears appeals if there are any issues.
- **EAC/Grp Reporting:** Does not have an EAC or similar group that reports to the Board
- **Agencies/EEs Served:** The Board serves only sworn personnel from the Orlando Police Department and Orlando Fire Department. The total number of employees is approximately 1,200 (500 from the Fire Department and 700 from the Police Department).
- **Board Budget -** This is difficult to quantify, as all line items related to the Civil Service Board do not specifically and solely apply to the Civil Service Board (e.g., they are shared amongst Civil Service/Testing and other areas of HR such as Employment or HR Records, etc.).
- **Value in having an annual Florida Civil Service Board Conference:** I guess it would depend on how similar other Civil Service Boards are to the City of Orlando. If there is significant overlap between the functions of other municipalities, I would say a meeting could be beneficial. I would be interested in how other boards functioned, although this survey is a great tool for gaining that understanding. Otherwise, our interests are fairly specific to promotional testing.
- **The mission of the Civil Service Board is to administer and enforce the Civil Service Act and Code of Rules and Regulations for Firefighters and Police Officers; provide examinations, maintain eligibility lists, conduct investigations and hear appeals.**
- **Bold initiatives:** Having all city boards' agendas and minutes online via Novus Agenda was a way to streamline services and provide the public better access to this information.
- **Technology:** To make all city board agendas available online to the public, the City of Orlando uses Novus Agenda to publish agendas and meeting minutes. In terms of Civil Service, most technology would relate to testing (such as item banking multiple choice questions and scoring physical exams). For this we use a combination of products Remark (exam scoring) and Sigma TMS & AMS (item banking and scoring). For other areas of HR, such as Employment, our applicant tracking system is NeoGov Insight. Workday is our HRIS system.

#### City of St. Petersburg Civil Service Board

- **Authority:** St. Petersburg Municipal Code Sec. 22-22.
- **Member Composition:** 6 regular members and 2 alternates
- **Member Selection/Compensation:** Recommended by designated City officials and approved by the City Council
- **Board Meets How Often:** Annually to elect the Chair and Vice Chair. As needed to hear employee disciplinary appeals.
- **Office Staff:** No dedicated staff support dedicated solely to the Board. City staff in Human Resources provides support as needed.
- **Services Provided:** The Board's only function is to hear employee disciplinary appeals.
- **EAC/Grp Reporting:** No

- Agencies/EEs Served: The Board serves the City's 3,500 employees. The Civil Service Board is a quasi-judicial review board created by the St. Petersburg City Charter to provide classified employees with an economical and less formal opportunity to have certain disciplinary actions reviewed by a board of lay persons. The board acts as a fact finding body that determines whether management had sufficient cause to discipline employees in cases involving termination, involuntary demotion, or suspension in excess of fifteen (15) calendar days.
- Budget: No response.
- Value in having an annual Florida Civil Service Board Conference: Yes, although discipline and just cause would be the only relevant topics.
- Mission, Vision, Values: No
- Bold Initiatives: Just regular communication. I cannot say we've done anything bold.
- Technology: Outlook for communication and scheduling appeals.

#### City of Miami Civil Service Board

- Authority: City of Miami Charter (Section 36) and City Code (Sections 40-61 through 40-130)
- Member Composition: There are five (5) members.
- Member Selection/Compensation: Two are elected by employees and 3 are appointed by the City Commission.
- Board Meets How Often: Typically every other week at 10:00a.
- Office Staff: There are 3 budgeted staff positions.
- Services Provided: Appeals, Grievances, Investigations and Unsatisfactory Service Rating Hearings, Approval of probation extensions, military deployment, requests for re-employment, and certain other administrative functions which affect the merit system.
- EAC/Grp Reporting: No
- Agencies/EEs Served: Approximately 4200 employees
- Budget: \$428,000
- Value in having an annual Florida Civil Service Board Conference: No, due to budgetary reasons, we would not be able to attend a conference.
- Mission, Vision, Values: Mission: To ensure that City employees in the classified service are hired, promoted, and retained based upon merit, efficiency, character, and industry and not political patronage, the Civil Service Board will enforce the principles of a merit based system of employment. Vision: We are the "Watchdog" for the fair and consistent application of Civil Service Rules and Regulations for the benefit of City of Miami employees, administration, and residents.
- Bold Initiatives: None
- Technology: None

#### City of Milton

- Authority: City of Milton Civil Service Board Ordinance by City Council 1/6/1995
- Member Composition: 5 Members
- Member Selection/Compensation: Appointed by City Council. No they are not compensated.

- Board Meets How Often: Once per quarter unless there is a need.
- Office Staff: Two staff person with other duties. HR staff.
- Services Provided: Personnel Actions and Appeals & Grievances
- EAC/Grp Reports: No
- Agencies/EEs Served: 130 City employees
- Budget: The City of Milton pay any expense created by Board; no budget.
- Value in having an annual Florida Civil Service Board Conference: No
- Mission, Vision, Values: The Civil Service Board (CSB) is established to encourage and promote a proper personnel system for employees of the City of Milton. The Board has authority to write and adopt rules that shall cover subject areas such as disciplinary hearings, code and/or standards of conduct for members of classified service, probationary periods, employment eligibility criteria and applicant register procedures. All rules shall be approved by the City Council. - - - The problem is not having enough board member. City is advertising for current board members. An eligible civil service employee may either appeal specified disciplinary action to the Civil Service Board, or utilize available collective bargaining grievance procedures, but may not use both. We had no problem with employees.
- Bold Initiatives: None
- Technology: N/A

#### Key West Civil Service Board

- Authority: Key West City Charter Sec. 5.01, Ordinance Secs 50-26 through 50-98
- Member Composition: 5
- Member Selection/Compensation: Appointed by mayor and commissioners. Uncompensated.
- Board Meets How Often: Quarterly, sometimes special meetings
- Office Staff: 0 Full time employees. CSB Clerk is one of several job duties for Legal Dept. Office Manager.
- Services Provided: (1) police promo exams annual (2 ranks - 15-40 candidates annual total); (2) fire promo exams twice per year (2 ranks -- 3-10 candidates annual total); (3) exam reviews/challenges; (4) appeals of certain grievances by certain employees not covered by bargaining unit(s), but within Civil Service System. [No appeals have been heard by Key West CSB in 15+ years]. All services are job duties of the Legal Department Office Manager.
- EAC/Grp Reporting: No
- Agencies/EEs Served: City of Key West employs about 450. CSB administers promotional exams for two departments (150 employees combined, however, fewer than 50 take exams in any single year). Approximately 50 employees are in non-bargaining units that could submit disciplinary appeals to CSB.
- Budget: \$6,250.00
- Value in having an annual Florida Civil Service Board Conference: No
- Mission, Vision, Values: No
- Bold Initiatives: None; No bold initiatives have been enacted. (CSB recommendations to reduce or amend testing schedules and policies have not been accepted during PBA or IAFF negotiations.)

- Technology: Current vendors the CSB uses: Fire Service Testing Company for fire exams. Stanard & Associates for police exams. Meeting agendas and schedules are posted on the City of Key West website (eGov). Maybe someday agendas will be posted through Legistar, which the City uses for some other boards and commissions. Day-to-day documents are prepared using MS Word or Excel.

#### Santa Rosa County Civil Service Board

- Authority: Florida Chapter 79-561
- Member Composition: 5
- Member Selection/Compensation: Members are seated in the following manner: One member elected by vote of the County Commission classified employees; one member elected by vote of the School Board classified employees; one member appointed by the County Commission; one member appointed by the School Board; and one member by vote of the Constitutional Officers. All members of the CSB shall serve a 4-year term. Members receive a fixed allowance \$150 per month, with the chairperson receiving an additional \$50 per month.
- Board Meets How Often: Annually, and as needed for hearings. The Board serves as an appeals board for action such as suspensions, demotions, and dismissals of employees.
- Office Staff: 1 Support Staff.
- Services Provided: Appeals of discipline (1 staff member).
- EAC/Grp Reporting: No
- Agencies/EEs Served: 900 total employees
- Budget: \$18,000
- Value in having an annual Florida Civil Service Board Conference: N/A
- Mission, Vision, Values: N/A
- Bold Initiatives: Santa Rosa County Civil Service went through restructuring in 2002, their role is primary to hear grievances from employees that have received a specific disciplinary action. At this time, that is their only function.
- Technology: MS Outlook and Access

#### CSBs That Did Not Respond

- City of Hialeah Personnel Board
- City of Jacksonville
- City of Lakeland "Employment Services"
- City of Miramar
- City of Oakland Park
- City of Winter Park
- Unified Personnel Board of Pinellas County

## Exhibit 1



## Civil Service Boards in the State of Florida Survey

INSTRUCTIONS: The purpose of this survey is to identify Civil Service Boards throughout the state of Florida and to identify “best practices” utilized by these boards and other Human Resources organizations in the hope of discovering innovative and efficient methods of doing business. The information gleaned from this survey will be sent automatically to all participating agencies, and to other parties upon request.

### **SURVEY PARTICIPANT:**

First Name:

Last Name:

Organization Name:

Organization Street Address

City

ST

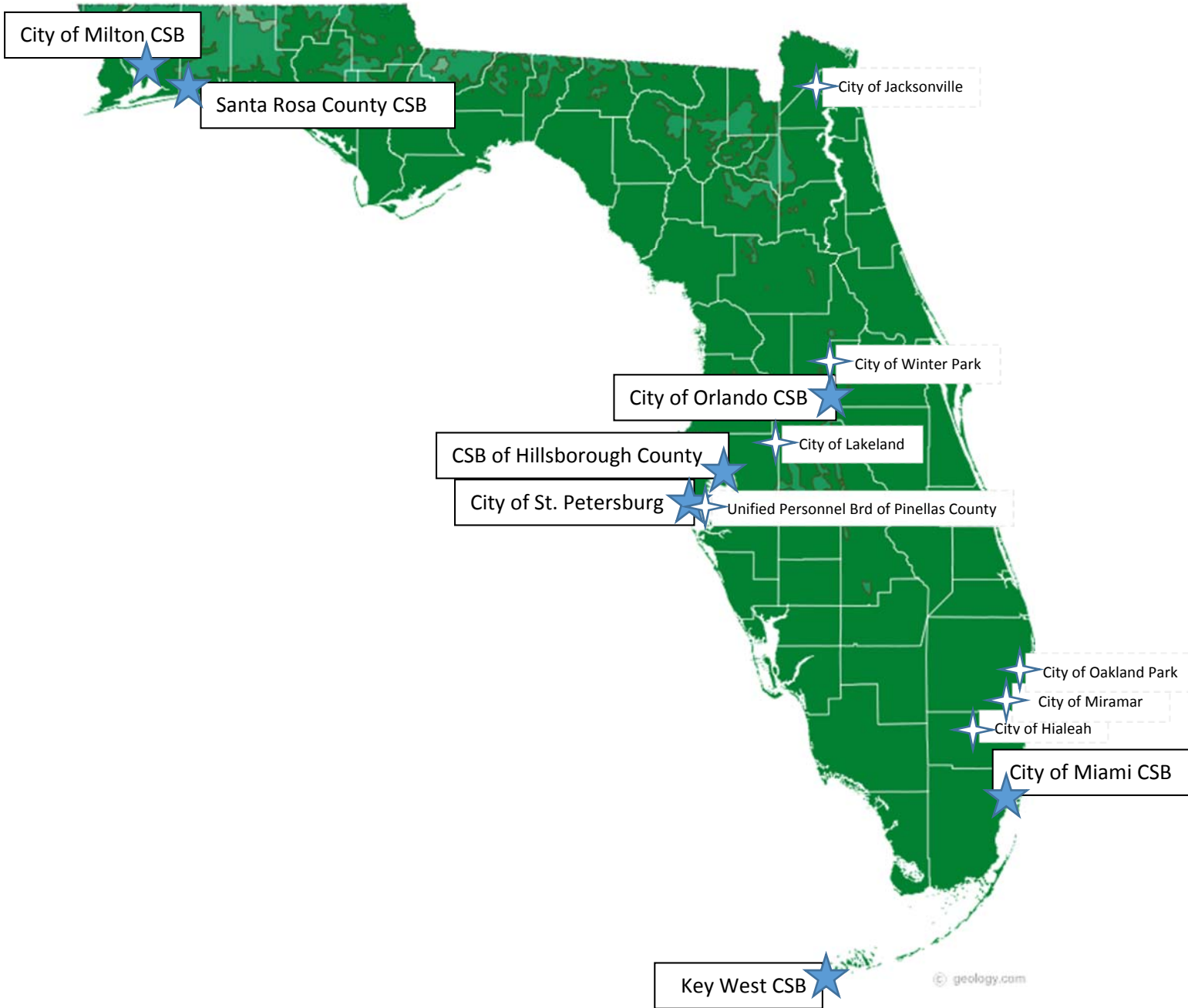
Zip

Telephone

### **BOARD OPERATIONS:**

1. What is the name of your board? *For example, in Hillsborough County it's called the "Hillsborough County Civil Service Board" while in Pinellas County it's called the "Pinellas County Personnel Board."*
2. What is the legislative authority for your board? *For example, in Hillsborough County it's Laws of Florida Chapter 2000-445.*
3. How many members serve on your board? *For example, in Hillsborough County there are 7 board members.*
4. How are board members selected/appointed - and are your board members compensated? *For example in Hillsborough County the board members are appointed by the Florida Governor and they serve as uncompensated volunteers.*
5. How often does your board meet? *For example, in Hillsborough County the board normally meets once per month.*
6. Not including the board members, how large is the board's office staff? *For example, in Hillsborough County there are 6 compensated staff members; the Director and five staff members.*

7. What services does your board provide and how many staff are assigned to carry out those services? *For example, in Hillsborough County, the Board provides Talent Acquisition (2), Classification & Compensation (2), Personnel Action Transaction Management (1), Training (1), and Appeals & Grievances services (1). [We have some positions that are assigned to more than one area.]*
  
8. Does your board have an employee advisory committee (EAC) or some other named group that reports to your board regarding employee and management issues? *For example, Hillsborough County does have an EAC.*
  
9. How many county agencies and total employees does your board serve? *For example, in Hillsborough County the board serves 21 different county agencies with a combined total of 10,056 employees.*
  
10. What is the total 2017 annual operating budget for your board? *For example, in Hillsborough County the total board budget for FY2017 was \$1,797,822.*
  
11. Do you see value in having an annual Florida Civil Service Board conference and would you or your representative attend if such a conference was planned? Also, what topics would you be interested in learning more about?
  
12. Does your board have a Mission, Vision, and Values statement? If so, please provide your agency's mission, vision and values statements:
  
13. In thinking about the services that you identified in your response to questions 7 above, what bold initiatives has your organization undertaken in the last few years to streamline any of the services provided? Briefly describe what the problem was and the solution implemented to improve the process:
  
14. What technology does your organization use to carry out the services your organization provides? Please match service provided to technology vendor/hardware/software:



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★ Responded

☆ Did Not Respond

10. STAFF REPORTS

C. CIVIL SERVICE BOARD CALENDAR

The Civil Service Board (Board) meets every month for a regular business meeting. The monthly business meetings are typically scheduled for the third Wednesday of every month. When required, the Board meets to hear appeals of discipline and grievance matters. These meetings are scheduled periodically throughout the year, primarily on the same night as the Board’s business meetings. Meetings are noticed in accordance with the provisions of the Government in the Sunshine Law.

The next Board meeting is scheduled for Wednesday, April 18, 2018, at 6:00 PM in the Planning Commission Boardroom, 18<sup>th</sup> Floor, 601 East Kennedy Boulevard, Tampa, Florida.

<b>2018 CSB SCHEDULE</b>
<b>January 17</b>
<b>February 21</b>
<b>March 21</b>
<b>April 18</b>
<b>May 9</b>
<b>June 20</b>
<b>*July 18 – Tentative*</b>
<b>August 15</b>
<b>September 12</b>
<b>October 17</b>
<b>November 14</b>
<b>December 12</b>

**10. STAFF REPORTS**

**D. EMPLOYEE ADVISORY COMMITTEE CALENDAR**

The Employee Advisory Committee (EAC) is scheduled to meet on the second Thursday of every month at the Port Tampa Bay's Joseph Garcia International Headquarters, 1101 Channelside Drive in downtown Tampa, at 2:30 pm. Meetings are noticed in accordance with the provisions of the Government in the Sunshine Law.

The next EAC meeting is scheduled to be held on Thursday, April 12, 2018.

<b>2018 EAC SCHEDULE</b>
<b>January 11</b>
<b>February 8</b>
<b>March 8</b>
<b>April 12</b>
<b>May 10</b>
<b>June 14</b>
<b>July 12</b>
<b>August 9</b>
<b>September 13</b>
<b>October 11</b>
<b>November 8</b>
<b>December 13</b>

## DIRECTOR'S MONTHLY MEETING REPORT

02.22.2018 Meghan Deveau - Upcoming Events at Entrepreneur Services

02.22.2018 Civil Service Weekly Staff Meeting

02.23.2018 Civil Service Staff - True Colors Training at the Children's Board

02.26.2018 Rod Gaerlan - Lunch

02.26.2018 Kurt Wilkening - Review of Applications for Additional CS Staff

02.28.2018 Management & Budget Staff - Discussion of Budget Projections

02.28.2018 Martine Collier - Rule Collaboration

02.28.2018 Larry LaVacca - OnBase Workflow Review

03.01.2018 Tom Fesler - Civil Service Budget Structure

03.01.2018 Civil Service Weekly Staff Meeting

03.02.2018 Larry LaVacca - OnBase Workflow Review

03.05.2018 Meghan Deveau - Monthly Meet Up / One-on-One

03.06.2018 Kurt Wilkening - Monthly Meet Up / One-on-One

03.06.2018 Alma Gonzalez - EAC Ad Hoc Committee Discussion

03.06.2018 Alma Gonzalez - Monthly Meet Up / One-on-One

03.07.2018 Terrell Mathis - Monthly Meet Up / One-on-One

03.07.2018 Victoria Slater - Monthly Meet Up / One-on-One

03.07.2018 Civil Service Staff - Budget Discussion

03.07.2018 Victoria Slater & Alma Gonzalez - EAC Attendance Reporting

03.07.2017 Alma Gonzalez & Victoria Slater - Donnell Debrief & Transcript Discussion

03.08.2018 Civil Service Weekly Staff Meeting

03.08.2018 Tom Fesler - Civil Service Budget Structure

03.12-03.13.2018 Future of Work Conference

03.15.2018 Civil Service Weekly Staff Meeting

03.15.2018 County Attorney - HR Trust Structure

03.15.2018 Larry LaVacca - OnBase Workflow Review

03.16.2018 Larry LaVacca - OnBase Workflow Review

## DIRECTOR'S MONTHLY MEETING REPORT

03.19.2018	Gino Gibbons - New Civil Service Employee Orientation
03.19.2018	CSB Meeting Briefing - Chandra Hosler
03.19.2018	CSB Meeting Briefing - Ernie Trichler
03.19.2018	CSB Meeting Briefing - Neal Carbaugh
03.20.2018	CSB Meeting Briefing - Andrea Cichon
03.20.2018	CSB Meeting Briefing - Tiffany Bell
03.20.2018	CSB Meeting Briefing - Simon Canasi
03.21.2018	Commissioner Crist - Lunch

**DOCKET SUMMARY—MARCH 2018**

**APPEALS**

**CASE 831**

**DISCIPLINARY ACTION:** SUSPENSION

**DISCIPLINE EFFECTIVE DATE:** 10/27/2017

**APPELLANT REP:** ROBERT L. SIMMONS, ESQ.

**ALLEGATIONS:** VIOL CSR Rule 11.2(1); (4); (6); (7); (10); (26); (32); County Administrative Policies 1.4, 1.6, and 7.6 Sections (1), (2), (4), (6), (7), (10), (26), and (32)

**STATUS.** Final Evidentiary Hearing held February 21, 2018. Final Order pending disposition of post hearing pleadings filed by the Appointing Authority and the Appellant.

**APPELLANT:** DONNELL, ROBERT

**EMPLOYER:** CADRP

**CS FORM 5A RECEIPT:** 11/06/2017

**EMPLOYER REP:** DANIELLE GREEN, ESQ

**GRIEVANCES** - No grievances pending.

**CIVIL ACTIONS** - No civil actions pending.

**EEOC CASES** - No EEOC complaints pending.



**CASE: DONNELL, ROBERT S. (EMPLOYEE) v. PARKS & RECREATION**

**DOCKET NUMBER: 17-831**

TYPE: GRIEVANCE \_\_\_\_\_ APPEAL X ACTION: DISCIPLINE \_\_\_\_\_ SUSPENSION X DISMISSAL \_\_\_\_\_

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
03.14.2018	ORDER DIRECTING RESPONSE FROM APPELLANT TO APPOINTING AUTHORITY'S MOTION TO STRIKE			X	
03.13.2018	APPOINTING AUTHORITY'S OBJECTIONS AND MOTION TO STRIKE		X		
03.06.2018	APPOINTING AUTHORITY'S NOTICE OF INTENT OT FILE OBJECTIONS		X		
03.06.2018	APPELLANT'S FILING OF ATTACHMENT RE: FINDINGS OF FACT	X			
03.06.2018	CSB NOTICE OF MISSING ATTACHMENT			X	EMAIL
03.05.2018	APPOINTING AUTHORITY'S FINDINGS FO FACT & PROPOSED ORDER				
03.05.2018	APPELLANT'S FINDINGS OF FACT, CONCLUSIONS OF LAW & EXCEPTIONS (NO ATTACHMENT)	X			
02.23.2018	CSB RESPONSE PROVIDING COURT REPORTER CONTACT INFORMATION			X	EMAIL
02.22.2018	APPELLANT REQUEST FOR COURT REPORTER CONTACT INFORMAITON	X			EMAIL
02.22.2018	UNOFFICIAL LIST OF BOARD ACTION ON THE VIOLATIONS ALLEGED BY THE COUNTY			X	EMAIL
02.22.2018	APPELLANT REQUEST FOR RULINGS BY BOARD	X			EMAIL
02.17.2018	CSB EMAIL CONFIRMATION OF FACILITIES NEEDS			X	EMAIL
02.17.2018	AA EMAIL CONFIRMATION OF FACILITIES NEEDS		X		EMAIL
02.16.2018	NOTICE OF HEARING			X	
02.16.2018	ORDER GRANTING TELEPHONIC TESTIMONY			X	
02.15.2018	APPELLANT'S MOTION FOR TELEPHONIC TESTIMONY	X			
02.15.2018	EMAIL RE: CONTACT INFORMATION FOR CSB		X		
02.07.2018	COMPOSITE EXHIBIT 10 (VIDEO FOOTAGE)		X		
02.07.2018	JOINT EXHIBIT LIST & JOINT EXHIBITS		X		
02.05.2018	UPDATE ON CONTACTING OPPOSING COUNSEL		X		EMAIL
02.05.2018	EMAIL RE DIFFUCULTY CONTACTING OPPOSING COUNSEL		X		EMAIL
02.02.2018	PRE-HEARING ORDER			X	
01.26.2018	JOINT PRE-HEARING STATEMENT		X		
01.23.2018	AMENDED WITNESS LIST		X		
01.19.2018	APPOINTING AUTHORITY EXHIBIT & WITNESS LIST IN DONNELL DROP BOX (Email Address Corrected)			X	

**CASE: DONNELL, ROBERT S. (EMPLOYEE) v. PARKS & RECREATION**

**DOCKET NUMBER: 17-831**

TYPE: GRIEVANCE \_\_\_\_\_ APPEAL X ACTION: DISCIPLINE \_\_\_\_\_ SUSPENSION X DISMISSAL \_\_\_\_\_

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
01.19.2018	APPOINTING AUTHORITY EXHIBIT & WITNESS LIST IN DONNELL DROP BOX (Email Address Corrected)			X	
01.19.2018	APPOINTING AUTHORITY EXHIBIT & WITNESS LIST IN DONNELL DROP BOX			X	
01.05.2018	AA EXECUTED EXHIBIT LIST & WITNESS LIST		X		
12.18.2017	RESPONSE TO NOTICE OF AVAILABILITY	X			
12.13.2017	RESPONSE TO AMENDED ORDER DIRECTING RESPONSE		X		
12.12.2017	AMENDED ORDER DIRECTING RESPONSE			X	
12.11.2017	ORDER DIRECTING RESPONSE			X	
12.05.2017	NOTICE OF APPEARANCE		X		
12.05.2017	ORDER GRANTING CONTINUANCE			X	
11.29.2017	JOINT MOTION FOR CONTINUANCE	X	X		
11.07.2017	NOTICE OF APPEAL & CONSENT TO E-FILE			X	
11.06.2017	CS FORM 5A RECEIVED	X			