

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
NOVEMBER 15, 2017 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.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. MINUTES

- A. *Approve the draft minutes of the October 11, 2017 regular business meeting of the Hillsborough County Civil Service Board. [\(PAGE 3 - CLICK HERE\)](#)*

- B. *Approve the inclusion of the approved minutes of the August 10, 2017 meeting of the Employee Advisory Committee into the minutes of tonight's Civil Service Board meeting. [\(PAGE 6 - CLICK HERE\)](#)*

- C. *Approve the minutes of the Board hearing held on October 11, 2017 and approve the inclusion of these minutes into the minutes of today's Civil Service Board meeting. [\(PAGE 8 - CLICK HERE\)](#)
*(Danise Hegerty v. Hillsborough County Administrator's Human Resources Department)**

5. AGENDA CHANGES

6. SCHEDULED APPEARANCES

None.

7. PUBLIC COMMENT

8. CLASSIFICATION ACTIONS FOR RATIFICATION

[\(PAGE 9 - CLICK HERE\)](#)

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
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9. DISCUSSION ITEMS

A. CLASSIFICATION ACTIONS REQUIRING BOARD ACTION

None.

B. EXTENSION OF TEMPORARY EMPLOYEES

1. Approve the request from the Tampa-Hillsborough County Expressway Authority to extend temporary employment in the case of Judith Villegas for a period not to exceed May 9, 2018 in accordance with Civil Service Rule 7.2(7). (PAGE 10 - [CLICK HERE](#))

2. Approve the request from the Hillsborough County Planning Commission to extend temporary employment in the case of Brandon Berry for a period not to exceed May 16, 2018 in accordance with Civil Service Rule 7.2(7). (PAGE 11 - [CLICK HERE](#))

C. ELECTRONIC FILING OF APPEALS MATERIALS: (PAGE 12 - [CLICK HERE](#))

Adopt a Motion to approve the proposed changes to Civil Service Rule 15 effective November 16, 2017, and direct immediate distribution of the final rule in accordance with the Board's procedures.

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

A. CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION: (PAGE 42 - [CLICK HERE](#))

B. CIVIL SERVICE BOARD CALENDAR: (PAGE 48 - [CLICK HERE](#))

C. EMPLOYEE ADVISORY COMMITTEE CALENDAR: (PAGE 49 - [CLICK HERE](#))

11. DIRECTOR'S REPORT: (PAGE 50 - [CLICK HERE](#))

12. GENERAL COUNSEL'S REPORT: (PAGE 51 - [CLICK HERE](#))

13. BOARD MEMBER COMMENTS

14. ADJOURNMENT

OCTOBER 11, 2017 - CIVIL SERVICE BOARD - DRAFT MINUTES

The Civil Service Board (CSB), Hillsborough County, Florida, met in Regular Meeting, scheduled for Wednesday, October 11, 2017, at 6:00 p.m., in the Planning Commission Meeting Room, 18th Floor, Frederick B. Karl County Center, Tampa, Florida.

1. CALL TO ORDER

▶ Chair Canasi called the meeting to order at 6:07 p.m.

2. ▶ PLEDGE OF ALLEGIANCE

3. ▶ ROLL CALL

The following members were present:

Simon Canasi, Chair
Neal Carbaugh
Scott Strepina
Ernie Trichler

The following members were absent:

Chandra Hosler
Bill Tennant

4. APPROVAL OF MINUTES

- A. Approve the minutes of the September 20, 2017, regular business meeting of the CSB. (Supplement 1)
- B. Approve the minutes of the CSB hearing held on September 20, 2017, and approve the inclusion of those minutes into the minutes of today's CSB meeting. (John Whitlatch versus Hillsborough County Administrator's Public Works) (Supplement 2)

▶ Chair Canasi highlighted approval of the minutes. **Mr. Trichler so moved, seconded by Mr. Strepina, and carried four to zero.** (Members Hosler and Tennant were absent.)

5. AGENDA CHANGES

▶ Mr. Kevin Beckner, Civil Service Office Director, reported no changes.

6. SCHEDULED APPEARANCES - ▶ None.

7. PUBLIC COMMENT - ▶ None.

OCTOBER 11, 2017 - CIVIL SERVICE BOARD

8. CLASSIFICATION ACTIONS FOR RATIFICATION - ► None.

9. DISCUSSION ITEMS

A. CLASSIFICATION ACTIONS REQUIRING BOARD ACTION

(Page 1 of the Primary Backup Materials)

► Mr. Beckner reported none.

B. ELECTRONIC FILING OF APPEALS MATERIALS

(Page 2 of the Primary Backup Materials and Supplement 3)

► Mr. Beckner stated a public hearing was necessary and introduced Ms. Alma Gonzalez, CSB, who reviewed Rule 15. ► Mr. Beckner said it would be appropriate to have a motion to open the item for public hearing. ► **Mr. Strepina so moved, seconded by Mr. Trichler, and carried four to zero.**

(Members Hosler and Tennant were absent.) ► Senior Assistant County Attorney Danielle Green wondered if electronic filing would prohibit demonstrative aids. Chair Canasi had no problem with physical aids. CSB Counsel Peter Zinober did not believe the rule prohibited demonstrative aids. Attorney Green also questioned playing videos contained as evidence. Attorney Zinober and Mr. Beckner saw no conflicts. Mr. Carbaugh believed the two issues were evidence presented before and during the hearing. Attorney Green asserted the electronic document bookmarks were not expedient. Mr. Beckner noted there would be a temporary system established. Mr. Carbaugh echoed dissatisfaction with the bookmarks. ► Mr. Beckner recommended a motion to continue the public hearing until the November 2017 CSB meeting. **Mr. Strepina so moved, seconded by Mr. Trichler, and carried four to zero.** (Members Hosler and Tennant were absent.)

10. STAFF REPORTS

(The items were for information only; no action was required.)

A. CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION

(Page 3 of the Primary Backup Materials and Supplement 4)

► Following item introduction, Mr. Carbaugh asked about the Tampa Port Authority having a Director of Real Estate, which Mr. Beckner addressed.

OCTOBER 11, 2017 - CIVIL SERVICE BOARD

B. CSB CALENDAR

(Page 4 of the Primary Backup Materials)

C. EMPLOYEE ADVISORY COMMITTEE CALENDAR

(Page 5 of the Primary Backup Materials)

▶ Mr. Beckner solicited questions about Items 10.B. and 10.C.; there were none.

11. DIRECTOR'S REPORT

(Page 6 of the Primary Backup Materials and Supplement 5)

▶ Mr. Beckner highlighted background material.

12. GENERAL COUNSEL'S REPORT

(Page 7 of the Primary Backup Materials and Supplement 6)

▶ Attorney Zinober reviewed background material. Chair Canasi questioned if an appeal would be heard that evening. Attorney Zinober relayed plans to discuss ethics at the November 2017 CSB meeting and remarked on using law students to create a law clinic for defendants.

13. BOARD MEMBER COMMENTS

▶ Mr. Carbaugh noted confusion with backup materials.

14. ADJOURNMENT

▶ There being no further business, the meeting was adjourned at 6:32 p.m.

READ AND APPROVED: _____
CHAIRMAN

ATTEST:
PAT FRANK, CLERK

By: _____
Deputy Clerk

lm

Hillsborough County Civil Service Board

Employee Advisory Committee Meeting

The duties, responsibilities and authority of this Committee are those established, granted, or delegated by the Florida Legislature in the Civil Service Act. The Committee will serve as the medium to provide a continuous and meaningful exchange of ideas and practical solutions on personnel matters between the Civil Service Board and employees of all agencies served by the Civil Service Board.

Meeting Minutes for August 10, 2017

Meeting Held at Tampa Port Authority Main Conference Room
1101 Channelside Dr., Tampa, Florida - 33602

Present:

- Randy Kranjec, EAC Chair- Planning Commission
- Jan Houser, EAC Vice Chair- Children's Board
- BJ Lamb- Expressway Authority
- Elizabeth Watson- Tampa Port Authority
- Jennifer Gray- Soil & Water Conservation District
- Noel Morera- Environmental Protection Commission
- Brian McGimsey- Victims Assistance

Guests:

- Kevin Beckner - Director Civil Service Board
- Alma Gonzalez – Civil Service Board

I. Meeting called to order at 2:31pm by Chair Randy Kranjec.

II. Committee Reports

- a. Civil Service Rules Committee- Did Not Meet.
- b. Affirmative Action Council- Did Not Meet.
- c. Insurance Committee- Did Not Meet.
- d. Deferred Compensation- Did Not Meet.
- e. Sick Leave Bank Committee- Did Not Meet.

III. Old Business*

- a. Proposed core benefit changes for 2018. Four percent (4%) increase in all dental plan premiums. No changes to vision plans. Three percent (3%) increase in short term disability (STD) premiums. No changes in long term disability. The following are changes in the medical plans: 5.3% increase in Open Access Plus premium. 3% increase in Coverage Now premium. No changes to High

2015-2016 Employee Advisory Committee Officers

Chair-Randy Kranjec, Planning Commission/MPO: KranjecR@plancom.org

Vice Chair-Jan Houser, Children's Board: StokerJ@childrensboard.org

Secretary-Jennifer Gray, Soil & Water Conservation District: grayjl@hillsboroughcounty.org

Hillsborough County Civil Service Board

Employee Advisory Committee Meeting

The duties, responsibilities and authority of this Committee are those established, granted, or delegated by the Florida Legislature in the Civil Service Act. The Committee will serve as the medium to provide a continuous and meaningful exchange of ideas and practical solutions on personnel matters between the Civil Service Board and employees of all agencies served by the Civil Service Board.

Deductible Health Plan (HDHP). A health plan incentive is being offered to employees who complete the "Bundle of Three" which includes a physical, annual lab work, and completion of the Cigna Health Assessment. Employees have from October 2016 to December 31st, 2017 to complete the "Bundle of Three". The incentive is \$25 per pay period in 2018. After January 1st, 2018 a \$500 incentive will be added to an employee's HSA (Health Savings Account) if they participate in the HDHP. Changes to the prescription plan will be occurring, some drugs moving from preferred to non-preferred and 90 day drug supplies will be directed toward preferred pharmacies for cost savings. Open enrollment will be from October 30, 2017 to November 17, 2017. Beginning January 1st, 2018 paid parental leave will change from 40 hours of newborn leave to a STD based leave offering 6 weeks of paid leave each for both the primary and secondary caregivers. After the initial two weeks of leave the STD (paid at 75%) and the parental leave (paid at 25%) will begin and may continue for 6 weeks per caregiver.

- b. Advisory Program (EAP) no applications received. Civil Service is temporarily putting the project on hold while focus shifts to rebranding the department.

IV. New Business

- a. Kevin Beckner reported on plans for Civil Service direction. Department will continue current duties including, performing all policy actions, appeals process, employee advocacy and human resource administrative work. Civil Service plans to offer HR advisory and talent acquisition to both the public and private sector. Civil Service would like to utilize the Employee Advisory Committee as an advisory group for best practices.

- V. The next EAC meeting is scheduled for Thursday, September 14, 2017 at 2:30pm at the Port Authority Board Room.

- VI. Meeting was adjourned at 3:17pm by Chair Randy Kranjec

2015-2016 Employee Advisory Committee Officers

Chair-Randy Kranjec, Planning Commission/MPO: KranjecR@plancom.org

Vice Chair-Jan Houser, Children's Board: StokerJ@childrensboard.org

Secretary-Jennifer Gray, Soil & Water Conservation District: grayjl@hillsboroughcounty.org

Minutes

Hillsborough County Civil Service Board Hearing

October 11, 2017

The Civil Service Board, Hillsborough County, Florida met to hear the case listed below at a duly scheduled and publicly noticed meeting on October 11, 2017 upon the conclusion of business commencing at 6:32 p.m. in the Planning Commission Board Room, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

1. Call to Order

Chair Canasi called the meeting to order at 6:43 p.m.

2. Hearing

Case #	Appellant/ Representative	Appointing Authority/ Representative
CSB 17-829	Danise A Hegerty Pro Se.	Hillsborough County Administrator Danielle Green, Esq.

The proceedings and rulings of the case are documented in the Final Order Granting the Appointing Authorities Motion to Dismiss for Lack of Prosecution, which is attached hereto and incorporated by reference.

3. Final Action: The Appointing Authority's Motion to Dismiss for Lack of Prosecution is GRANTED.

4. Adjournment

There being no further business, the meeting was adjourned at 6:54 p.m.

READ AND APPROVED:

Simon Canasi, CSB Chair

ATTESTED BY:

Alma Gonzalez, CSB Staff

Simon Canasi, Chair
William Tennant, Vice Chair
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Date: October 4, 2017

To: Betty Jo Tompkins, Executive Director
Soil & Water Conservation District

SUBJECT: Request for position/classification action dated October 3, 2017

Dear Ms. Tompkins,

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

Reclassified one vacant Temporary position, numbered 015797, to the classified position Conservation Outreach Technician (pay grade CSB.G), effective October 4, 2017.

We provisionally designated this position as non-exempt from FLSA. If you feel otherwise, please send a written request with any changes to CSBClassandComp@hillsboroughcounty.org.

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

Sincerely,


Kurt Wilkening

Talent Acquisition | Classification & Compensation
Civil Service Board of Hillsborough County

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

9. DISCUSSION ITEMS

B. EXTENSION OF TEMPORARY EMPLOYEES

1. TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY

Name: Judith Villegas
Agency: Tampa-Hillsborough County Expressway Authority
Classification: Transportation Worker Trainee
Original Hire: 05/15/2017
First Extension: 09/12/2017 through 01/09/2018
Requested Extension: 01/10/2018 through 05/09/2018

STAFF RECOMMENDATION

Approve the request from the Tampa-Hillsborough County Expressway Authority to extend temporary employment in the case of Judith Villegas for a period not to exceed May 9, 2018 in accordance with Civil Service Rule 7.2(7).

9. DISCUSSION ITEMS

B. EXTENSION OF TEMPORARY EMPLOYEES

2. HILLSBOROUGH COUNTY PLANNING COMMISSION

Name: Brandon Berry
Agency: Hillsborough County Planning Commission
Classification: Temporary
Original Hire: 05/22/2017
First Extension: 09/19/2017 through 01/16/2018
Requested Extension: 01/17/2018 through 05/16/2018

STAFF RECOMMENDATION

Approve the request from the Hillsborough County Planning Commission to extend temporary employment in the case of Brandon Berry for a period not to exceed May 16, 2018 in accordance with Civil Service Rule 7.2(7).

9. **DISCUSSION ITEMS**

C. **ELECTRONIC FILING OF APPEALS MATERIALS**

On October 11, 2017 the Board held a workshop on the proposed changes to Rule 15 relating to Appeals. Public testimony was received, and the Board determined to continue the decision on final adoption of the Rule pending the completion of the e-portal required by the electronic filing provisions in the proposed Rule. Staff has incorporated changes based on public comment and has created an electronic filing option via the Board's current website. This option will allow an employee to file an appeal electronically in a secure portal and, when coupled with a "DropBox" application, will permit all affected parties to file and securely share documents relevant to the appeal. Staff will continue to work through the details and configuration of the portal in collaboration with the Hillsborough County Clerk of Courts office for an e-filing option which offers more enhanced features. However, there is no need to delay final adoption of the proposed Rule while this work continues.

STAFF RECOMMENDATION

Adopt a Motion to approve the proposed changes to Civil Service Rule 15 effective November 16, 2017, and direct immediate distribution of the final rule in accordance with the Board's procedures.

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Appeal Hearing Procedures**15.1 General/Powers of the Board:**

- (1) The employee appeal procedure mandated in Sections 11 and 12 of the Civil Service Act (Chapter 2000-445, L.O.F., as amended) is implemented by this rule and the relevant provisions contained in Civil Service Rules 2, 3, and 11 which are hereby incorporated by reference.
- (2) The Board will utilize electronic filing in employee appeals. Parties to any action shall electronically file (e-file) all documents using the Board's online e-Filing procedures. It is intended that such electronic filing shall be consistent with Florida Rules of Judicial Administration as appropriate and to the extent feasible. Self-represented individuals who do not have the means to file electronically may submit paper documents in person or via U.S. mail.
- (3) The Board, acting in concert or through its Chair, may delegate certain responsibilities to the Director or the General Counsel from time to time. Such delegation shall be in writing and will be subject to review and renewal on an annual basis.
- (4) Review of Any Action: An appointing authority or employee may appeal to the Board for review of any action taken or directive given by the Director or General Counsel on behalf of the Board. All such appeals must be presented in writing within the time frame directed by the General Counsel or the Chair. The Board's final judgment is subject to review in accordance with the Florida Rules of Appellate Procedure.

15.2 Appointing Authority:

- (1) The Appointing Authority shall notify the Director of all disciplinary actions which it imposes upon a classified employee(s) resulting in a suspension, demotion, or dismissal within 3 business day of issuing a Notice of Discipline (CS Form 5).
- (2) When an employee submits a request to the Board for an appeal hearing, the Board may request from the Appointing Authority additional documentation which may be needed to determine the employee's eligibility for an appeal hearing under the applicable provisions of the Civil Service Act and Rules. The Authority shall provide the requested information to the Board within five (5) business days. These documents should be provided electronically in accordance with this Rule.

15.3 Employees:

- (1) Employees Eligible for Appeal Hearing: Any classified employee who has satisfactorily completed the required initial probationary period, and is thereafter involuntarily demoted for cause, suspended, or dismissed from employment, may request a formal hearing before the Board to appeal said action.
- (2) Employees Not Eligible for Appeal Hearing:
 - a. An employee who has not satisfactorily completed the required initial probationary period shall have no right to a Pre-disciplinary or Administrative Due Process hearing, or to an appeal hearing before the Board. [CSL Section 11(1)]
 - b. Unsuccessful completion of the required conditional probationary period following promotion is not appealable to the Board. [CSL Section 10 (2)]
 - c. Employees not holding a classified position shall not be eligible for an appeal hearing. This shall include any employee within the Administrative Office of the Courts (Court Administrator) who holds a position which was not classified as of January 1, 1998, and funded by Hillsborough County Board of County Commissioners. [CSL Section 13]
 - d. The Director will notify an employee who is not eligible to receive a formal appeal hearing of the employee's ineligibility within seven (7) working days from the receipt of the employee's request for hearing.
- (3) Employees Covered by Collective Bargaining Agreements:

Classified employees who are members of a bargaining unit shall be allowed to appeal any single action through either the applicable collective bargaining appeal procedures or the Board's appeal process. Once an appeal is initiated in either process it shall be resolved in that process. [FS 447.401]

15.3 (Continued)**(4) Employee Rights During Appeal Hearing:**

During the appeal hearing, the employee initiating the appeal shall have the right to be heard publicly, to present evidence, to cross examine witnesses, and to be represented by legal counsel, or an individual of the employee's choice, as provided for in 15.3(5). In all cases, the employee shall be responsible for any and all expenses that he or she may incur in these proceedings.

(5) An employee may be represented in a grievance or appeal proceeding by any individual who is not a witness to the proceeding. Such representative may not be compensated for their assistance, unless the individual is licensed or admitted to practice law in the state of Florida, another state, the District of Columbia, or a federal court, or unless the individual is compensated in his or her capacity as an employee or representative of a duly recognized bargaining agent.**15.4 Basis for Appeal:**

- (1) The document which forms the basis for the appeal by a classified employee is the CS Form 5 [Notice of Employment Suspension, Involuntary Demotion for Cause, or Dismissal]. This document must include the action which is being taken, the factual basis for imposing the action, the effective date or dates of the action, and the specific Civil Service Rule(s), and/or internal agency policy(ies) or regulation(s) which the Agency Head claims have been violated.**
 - a. Where the Agency Head claims that an internal policy or regulation has been violated, a copy of such internal policy(ies) or regulation(s) shall be provided to the Board.**
- (2) The facts contained in the Civil Service Form 5, and the Civil Service Rule violations, and/or internal agency policy(ies) or regulation identified therein, are the only subject matter litigated during the appeal hearing.**
- (3) Should an Agency Head, or designated representative who initiated the action, desire to present a violation of a different Civil Service Rule(s), and/or internal agency policy(ies) or regulation, than those which appear in the initial Civil Service Form 5 which forms the basis of the appeal, or a different factual basis for finding a violation based on newly acquired evidence discovered subsequent to the issuance of the initial Form 5, the Board will remand the appeal back to the Agency Head for further proceedings on the new factual material or Rules.**

15.4 (Continued)

- (4) Except for the requirement of the Agency Head to provide an opportunity for the employee to respond at a Pre-disciplinary or Administrative Due Process hearing, the Board shall not consider other aspects of the Pre-disciplinary or Administrative Due Process procedures of the Agency Head in any way, including questions such as whether the appellant received adequate notice of the hearing, whether the appellant was adequately represented at the Pre-disciplinary or Administrative Due Process hearing, or whether the Agency Head followed its own internal procedures leading up to the Pre-disciplinary or Administrative Due Process hearing. Evidence introduced by either side at the Pre-disciplinary or Administrative Due Process hearing may be admissible to determine whether the grounds listed on the Civil Service Form 5 are within the scope of matters addressed by the Pre-disciplinary or Administrative Due Process hearing. In addition, evidence introduced at the Pre-disciplinary or Administrative Due Process hearing may be admitted to impeach a witness regarding an inconsistent statement; or for other purposes not inconsistent with this Rule, the Civil Service Law or applicable legal precedent.

15.5 Request for Appeal [CSL Section 11(4)]:

- (1) The request for an appeal hearing must be received by the Civil Service Office within ten (10) calendar days following the employee's official date of receipt of CS Form 5. Should the final period end on either Saturday, Sunday or Hillsborough County designated legal holiday, the period shall be extended until the end of the next day which is not a Saturday, Sunday or Hillsborough County designated legal holiday.
- (2) The request for an appeal hearing must be submitted electronically using an Appeal Request CS Form 5A; and shall be electronically signed by the employee and/or his or her authorized representative. Electronic filing forms and instructions may be accessed at www.hccsb.org. Self-represented individuals who do not have the means to file electronically may submit the Appeal Request Form (5A) in person or via U.S. mail.
- (3) The CS Form 5A shall provide the telephone number, E-mail address, and U.S. mail address to which a copy of the notice of hearing and other pleadings or papers filed in the appeal action should be mailed or sent electronically.

15.5 (Continued)

- (4) The CS Form 5A shall state clearly and simply the reason(s) the employee believes the suspension, involuntary demotion for cause, or dismissal was not for just cause.
- (5) Within three (3) working days from the receipt of the employee's request for appeal hearing, the Board Director shall send a Notice of such request to the Agency Head, or authorized representative, who initiated the action. [CSL Section 11(4)] Such Notice shall also include the dates and requirements as provided for in CSR 15.9 Scheduling of Appeal Hearing, CSR 15.12 Motion for Summary Judgment, and CSR 15.14 Pre-Hearing Conference.

15.6 E-filing Consent, Exception, Service, and Technology:

- (1) Consent of the parties required: After the Director has accepted the employee's request for appeal, documents may be electronically filed and served, but only by, and upon, a party or parties who have consented thereto by submitting a Consent to Electronic Service and Filing form provided by the Board.
 - a. One party's failure to consent to participation in electronic filing and service shall not bar any other party to the action from filing documents electronically with the Board, or serving documents upon any other party who has consented to participation.

Where a party does not have the means to file electronically, the Board reserves the right to convert paper filings into electronic form as appropriate.
 - b. A party who does not have the means to file electronically shall file documents, and serve and be served with documents, in hard copy. When an e-filing party serves a document in hard copy on a nonparticipating party, the document served shall bear full signatures of all signatories and proof of such service shall be filed electronically.
 - c. An Appointing Authority may provide a blanket consent to electronic filing and service.

15.6 (Continued)

- (2) Exceptions: Hard copy or paper documents and other submissions may be manually submitted to the Board:
- a. when the Board does not have the ability to accept and retain documents by electronic filing;
 - b. when submitting evidentiary exhibits or filing non-documentary materials, including demonstrative aids for use at hearing;
 - c. when the filing involves documents in excess of the appropriate size limitations specified by the County's Information and Innovation Office. For such filings, documents may be transmitted using an electronic storage medium that the Board has the ability to accept, which may include a CD-ROM, flash drive, or similar storage medium;
 - d. when filed as permitted by the Board during a hearing, or pre-hearing conference;
 - e. if the Director, upon consultation with the General Counsel, determines that justice so requires.

15.7 Filing Sensitive Information Minimization:

- (1) Limitation for Filings. The following information is designated to be "sensitive" and filing it with the Board must be limited as follows:
- a. A person known to be a minor will be cited only by their initials;
 - b. A person's birth date will only include the year of birth;
 - c. No portion of any of the items listed below may be included:
 1. social security number,
 3. credit card account number,
 4. charge account number, or
 5. debit account number;
 - d. Only the last four digits of the following items should be cited:
 1. taxpayer identification number (TIN),
 2. employee identification number,
 3. driver's license number,
 4. passport number,

15.7 (Continued)

5. telephone number,
 6. financial account number, except as set forth in paragraph (1)c,
 7. brokerage account number,
 8. insurance policy account number,
 9. loan account number,
 10. customer account number, or
 11. patient or health care number;
- e. Only a truncated version of any the following items may be cited
1. email address,
 2. computer user name,
 3. password, or
 4. personal identification number (PIN); and
- f. Only a truncated version of any other sensitive information as provided by Board order may be cited.
- (2) Exceptions: Paragraph (1) does not apply to the following:
- a. An account number which identifies the property alleged to be the subject of a proceeding;
 - b. The record of an administrative or agency proceeding;
 - c. The record in appellate or review proceedings;
 - d. all information necessary for the proper issuance and execution of a subpoena;

15.8 Accessibility of Information and Technology:

Any document that is or will become a record of the Board, and that is transmitted in an electronic form, must be formatted in a manner outlined by Section 3.1 of the Florida Court Standards found at the following link

www.flcourts.org/core/fileparse.php/624/urlt/Updated-E-Access-Standards-November-2016-v17-clean.pdf.

Such documents shall comply with all state and federal laws requiring that electronic records be accessible to persons with disabilities, including the Americans with Disabilities Act, and Section 508 of the federal Rehabilitation Act of 1973 as incorporated into Florida law by section 282.603(1), Florida Statutes (2010), and any related federal or state regulations or administrative rules.

15.9 Scheduling of Appeal Hearing:

- (1) The Board shall make every reasonable effort to hear any timely filed appeal of demotion or dismissal within 30 working days of receipt of the notice of appeal, unless an extension of time is requested by the employee or the Agency Head, or their respective representative. At no time shall the initial hearing of an appeal of dismissal be delayed beyond sixty (60) calendar days without the consent of both parties involved, unless otherwise required by general law. [CSL Section 12(2)]
- (2) Requests for appeal hearings involving suspensions shall be scheduled as soon as possible consistent with other Board matters and priorities. [CSL Section 12(2)]
- (3) After an appeal is filed, the Director shall provide notice to all parties of the time, date, and location of all hearings and pre-hearing proceedings to take place in an appeal. Such notice shall specify:
 - a. that any motions for summary judgment must be filed no later than 20 calendar days after the date the appellant filed the Civil Service Form 5A;
 - b. the date of the Pre-Hearing Conference, which shall normally be held within one week after the summary judgment deadline unless a summary judgment motion is filed; and
 - c. the date of a hearing before the Board on the appeal which may be scheduled as early as two weeks after the Pre-Hearing Conference. The Director shall serve such further notices as may be required. [CSL Section 12(2)]
 - d. that any deadline that ends either Saturday, Sunday or Hillsborough County designated legal holiday, shall be extended until the end of the next day which is not a Saturday, Sunday or Hillsborough County designated legal holiday.
- (4) Any request for extension of deadlines to file a motion or response, or for a continuance, or rescheduling of a hearing or pre-hearing conference must be electronically submitted in writing except for a party is an employee who is self-represented and does not have the means to file electronically. The request shall include a full justification and must reach the Civil Service Office by the end of that business day which is five (5) working days prior to the hearing date, or deadline for submission. All such requests, except when prepared and signed by counsel or other representative of the party, must be signed by the appellant or the Agency Head.

15.9 (Continued)

- a. Continuances and extensions will be granted only upon showing of good cause. The first request for extension of any deadline, or continuance, or rescheduling of any hearing or pre-hearing conference may be granted by the Director. The second request may be granted by the Board Chairman, or in his or her absence, the Board Vice-Chairman.
- b. Any further request for continuance or rescheduling, or any request received after the five working days stated above, shall be presented in person by the appellant, the Agency Head, or their respective representative, to the Board when it next convenes and the same shall be granted by the Board only upon a sufficient showing of good and compelling cause.

15.10 Abandonment of Right to Appeal:

The appellant, or his/her representative, shall at all times keep the Director informed, in writing, of his or her current telephone number, email address, and mailing address. It shall be the responsibility of the appellant, or his/her representative, to inquire of the Director bi-weekly as to all scheduling matters. Failure to comply with the foregoing may constitute an abandonment of any further right to appeal.

15.11 Use of Communication Equipment:

- (1) Definition. Communication equipment means a conference telephone or other electronic device that permits all those appearing or participating to hear and speak to each other, provided that all conversation of all parties is audible to all persons present.
- (2) Use by All Parties. The Board may, upon its own motion or upon the written request of a party, direct that communication equipment be used for a hearing, pre-hearing conference, or a status conference. The Board must give notice to the parties and consider any objections they may have to the use of communication equipment before directing that communication equipment be used. The decision to use communication equipment over the objection of parties will be in the sound discretion of the Board, except as noted below.
- (3) Testimony.
 - a. Generally. The Board may allow testimony to be taken through communication equipment if all parties consent or if permitted by another applicable rule of procedure.

15.11 (Continued)

- b. Procedure. Any party desiring to present testimony through communication equipment shall, prior to the hearing at which the testimony is to be presented, contact all parties to determine whether each party consents to this form of testimony. The party seeking to present the testimony shall move for permission to present testimony through communication equipment, which motion shall set forth good cause as to why the testimony should be allowed in this form.
 - c. Oath. Testimony may be taken through communication equipment only if a notary public or other person authorized to administer oaths in the witness's jurisdiction is present with the witness and administers the oath consistent with the laws of the jurisdiction.
 - d. Video Testimony. If the testimony to be presented utilizes video conferencing or comparable two-way visual capabilities, the Board in its discretion may modify the procedures set forth in this rule to accommodate the technology utilized.
- (4) Burden of Expense. The cost for the use of the communication equipment is the responsibility of the requesting party unless otherwise directed by the Board.
 - (5) When Court Reporting Requested by a Party. A court reporter is required to be present at all Board meetings and hearings. The Board may provide a court reporter at any other Board proceeding at its discretion. Where the Board does not provide a court reporter, a party may request that a court reporter be present at a proceeding. The party so requesting shall pay the reporting fees, but this requirement shall not preclude the taxation of costs as authorized by law.
 - (6) Record. When hearing proceedings are being reported in a transcript, no part of the proceedings shall be omitted unless all of the parties agree to do so and the Board approves the agreement.
 - (7) Ownership of Records. The Board is the owner of all records and electronic records made in any proceedings required to be recorded or reported at its expense, and proceedings reported or recorded for the Board's own use.
 - (8) Fees. Copies of any reports shall be provided and charged in accordance with the Board's public records policy.

15.11 (Continued)

- (9) Transcripts. Transcripts of all proceedings, shall be uniform in all matters and shall be stored in an electronic format sufficient to communicate the information contained in proceedings in a readable format, and capable of being transmitted electronically. Any transcripts stored in electronic form must be capable of being printed as dictated by Rule 2.530 of the Florida Rules of Judicial Administration.
- (10) Court Reporting Services at the Board's Expense.
- a. When Reporting Is Required. All proceedings required by law, court rule, or administrative order to be reported shall be reported at the Board's expense.
 - b. When Reporting May Be Required. Proceedings reported for the Board's own use may be reported at the Boards expense.
- (11) Safeguarding Confidential Communications When Electronic Recording Equipment Is Used:
- a. The Director shall provide notice to participants in a Board proceeding that electronic recording equipment is in use and that they should safeguard information they do not want recorded.
 - b. Parties shall take all reasonable and available precautions to protect against disclosure of confidential communications during recorded proceedings. Such precautions may include muting microphones or going to a designated location that is inaccessible to the recording equipment.
 - c. Participants have a duty to protect confidential information.

15.12 Motion for Summary Judgment:

- (1) Any party may move for summary judgment when it is believed that there is no genuine issue of material fact; and, that he or she is entitled to prevail as a matter of law.
- (2) The Appointing Authority, or designated representative, may move for a summary judgment based upon all or any part of the Civil Service Rules, or the Appointing Authority's operating or administrative rules(s) violations cited on CS Form 5.

15.12 (Continued)

- (3) The Appellant, or designated representative, may move for a summary judgment in that party's favor based upon all of the Civil Service Rules, or the Appointing Authority's operating or administrative rule(s) violations cited on CS Form 5.
- (4) Unless electronically filed, the original and 10 hard copies of a Motion for Summary Judgment, including affidavits, must be filed with the Director and served by hand delivery, or first class mail on the opposing party, or their designated representative, no later than 20 calendar days from the date the appellant filed the CS Form 5A.
 - a. Any request for extension of deadlines or continuance or rescheduling of a hearing must be submitted in writing with full justification by the Appellant or Appointing Authority so as to reach the Civil Service Office by the end of that business day which is no later than five working days prior to the deadline or hearing date. All such requests, except when prepared and signed by counsel or other representative of the party, must be signed by the appellant or the Agency Head. Such requests may be filed in accordance with the Board's electronic filing procedures.
 - b. Where an extension is requested and granted to either party, all deadlines shall be extended for both parties accordingly.
- (5) Motions for Summary Judgment shall comply with the following requirements:
 - a. the motion shall state with particularity the grounds upon which the moving party will rely for summary judgment and the substantial matters to be argued;
 - b. all facts argued in support of the motion must be supported by written testimony as described below in CSR 15. 12(5)(d), by affidavit(s) or otherwise sworn or certified evidence, stipulation(s), documents or other admissible evidence. Admissions contained in CS Form 5 and CS Form 5A may be utilized to support a Motion for Summary Judgment. Live testimony will not be taken at a hearing on a Motion for Summary Judgment;
 - c. any documents supporting the motion must be properly authenticated;

15.12 (Continued)

- d. evidence submitted through written testimony shall be under oath or under penalty of perjury; and, in the form of an affidavit, or declaration, or a deposition or hearing transcript from other proceedings; except that testimony offered as an admission by the opposing party need not be sworn if properly authenticated;
 - e. evidence should be of the same quality that the Board would admit at an evidentiary hearing.
- (6) If the opposing party desires to file a response, including opposing affidavits or other evidence, he or she shall file such response with the Director and serve it on the opposing party, or their designated representative, within fifteen (15) calendar days of receipt of the Motion for Summary Judgment, but in no event, no later than five (5) calendar days prior to the scheduled hearing. A party opposing summary judgment may not rely solely upon the allegations or assertions of its CS Form 5 or CS Form 5A. A party opposing summary judgment which disputes any fact offered by the moving party must offer in its response admissible evidence which controverts such facts. Any material facts which are uncontroverted or undisputed by competent evidence as of the date of the hearing may be found to be true by the Board. Such responses shall be filed in accordance with the Board's electronic filing procedures.
- (7) Affidavits or other testimony shall be made on personal knowledge, shall set forth such facts as would be admissible in evidence, and shall show affirmatively that the affiant or witness is competent to testify to the matters stated therein. Sworn or certified copies of all papers or parts thereof referred to in an affidavit shall be attached to the affidavit or served simultaneously with the affidavit.
- (8) If it appears from the affidavit(s) of a party opposing the motion, that the party cannot for reasons stated, present facts essential to support opposition to the motion by affidavit, the Board may order a continuance to permit affidavits to be obtained, or may make such other order as is just.
- (9) The Board will schedule a hearing to consider oral arguments as soon as possible consistent with other Board matters. Board Exhibit 1 sets forth the Board's authority to conduct the hearing and consists of the termination status form, the CS Form 5, and the CS Form 5A.

15.12 (Continued)

- (10) In the event that the party opposing the motion does not file a response and does not appear at the hearing (either in person or via a chosen representative), the Board shall dismiss the appeal for lack of prosecution. The Board Chair may reopen the case if good cause for the lack of appearance is provided within 30 days of the hearing date.
- (11) The party, or designated representative, having introduced the Motion for Summary Judgment will have fifteen (15) minutes to present oral arguments to the Board supporting such motion, to include rebuttal.
- (12) The party opposing the motion, or designated representative, shall also have fifteen (15) minutes to present oral arguments to the Board opposing the motion.
- (13) The Board members may ask questions of either party, or their designated representative, at the conclusion of that party's oral presentation.
- (14) The judgment sought shall be rendered if the moving party presents sufficient evidence that shows that there is no genuine issue as to any material fact and that the moving party is entitled to a judgment as a matter of law. Genuine issues which will preclude the granting of a summary judgment are issues which can be supported by substantial competent evidence. The Board shall vote separately on each rule violation for which a party is pursuing summary judgment. The concurrence of the majority of the Board members present and voting at the summary judgment hearing shall be necessary for a summary judgment motion to be granted. Therefore, in the event of a tied vote, the motion for summary judgment is denied.
- (15) Should the Appointing Authority prevail on its Motion for Summary Judgment, the disciplinary action imposed by the Appointing Authority shall be considered upheld and the appeal dismissed. The decision of the Board shall constitute a final Agency action.
- (16) Should the Board deny the Appointing Authority's or the Appellant's Motion for Summary Judgment, an evidentiary hearing shall be scheduled as soon as possible.
- (17) Should the Appellant prevail on his or her Motion for Summary Judgment, the disciplinary action imposed by the Appointing Authority shall be considered vacated in its entirety and the appellant placed in the same position that he or she would have been in had the action not been taken. The scope of relief provided by the Civil Service Board shall be in accordance with Rules 15.22 and 15.24.

15.13 Subpoena Authority and Powers of the Board:

- (1) The Director and/or a member of the Board is authorized to issue subpoenas to compel the attendance of witnesses and the production of books, accounts, records and documents at a final evidentiary hearing. [CSL Section 12(4)]
- (2) The Board, or any member thereof, may administer oaths and compel testimony. [CSL Section 12(4)]
- (3) Persons who disobey an order to testify or a subpoena to appear or produce evidence, issued by the Board or any member thereof, can be compelled to obey said order or subpoena through contempt proceedings. The Director and/or member may initiate contempt proceedings in a court of competent jurisdiction.
- (4) It shall be the responsibility of any party seeking to compel the attendance of a witness through subpoena to take the following steps:
 - a. Blank subpoena forms shall be obtained from the Civil Service Office, shall be completed by the party, and returned to the Civil Service Office for issuance in accordance with the electronic filing provisions of this Rule.
 - b. Upon issuance, the party shall be responsible for obtaining service of the subpoena by a person over the age of 18 years who is not a party to the action, including the payment of any compensation for the service of the subpoena. Service of the subpoena, including witness fee and expenses, shall be made as provided in general Florida law.
 - c. The party serving a subpoena shall be responsible for payment of the witnesses' fee and expenses as set by general Florida law. CSL Section 12(4)]

The Board may also compel the attendance through subpoena of a witness or other person at any hearing or regular Board meeting on its own initiative. In such case, the Board shall be responsible for all costs of the service of the subpoena, including any service fees and witness fees, which shall be audited and paid in the same manner as other expenses. [CSL Section 12(4)]

15.14 Pre-Hearing Conference Requirements:

- (1) To facilitate the formal appeal hearing proceedings, the Director shall coordinate with the parties to schedule a Pre-Hearing Conference with the General Counsel and provide notice. Such Pre-Hearing Conference shall normally be scheduled within seven (7) calendar days after the expiration of the deadline for filing Motions for Summary Judgment and shall be attended by each party to the appeal hearing, or their designated representative.
- (2) A pre-hearing conference will be continued in matters where a party has filed a Motion for Summary Judgment.
- (3) The failure of either party, or their designated representative, to comply with the requirements set forth herein shall give the Board cause to continue the hearing, dismiss the appeal, or to impose other appropriate hearing related sanctions. Should the hearing be delayed due to the appellant or the appellant's designated representative's unexcused failure to participate in the Pre-Hearing Conference, and the Appointing Authority be overturned at a later date; make whole remedies as defined by CS Rule 15.24 will not apply to the period from the delayed hearing to the date of the Board's final decision to uphold the appeal.
- (4) In any case in which a Pre-Hearing Conference is scheduled, it shall be the responsibility of all parties, or their designated representatives, to meet together no later than six (6) calendar days before the date of the Pre-Hearing Conference (or at such other time as the Director may direct) in a good faith effort to:
 - a. discuss the possibility of a settlement;
 - b. stipulate to as many facts or issues as possible;
 - c. examine all exhibits or documents and other items of tangible evidence to be offered by any party at the hearing and exchange a list thereof;
 - d. exchange the names, addresses, and telephone numbers of all witnesses who may be called at the hearing; and, to the extent possible, resolve any scheduling conflicts of such witnesses;
 - e. determine those issues of fact which are admitted and will require no proof at the hearing; and, those issues of fact which remain to be considered by the Board at the hearing; and

15.14 (Continued)

- f. prepare a Pre-Hearing Statement in accordance with subsection (5) of this rule.
- (5) The Pre-Hearing Statement shall be filed with the Board no later than three (3) calendar days before the date of the Pre-Hearing Conference, (or at such other time as the Director may direct) and shall contain:
- a. a concise statement of the nature of the action;
 - b. a brief, general statement of each party's case;
 - c. a list of all exhibits to be offered at the hearing with notation of all objections thereto;
 - d. a list of all witnesses who may be called at the hearing;
 - e. a concise statement of those facts which are admitted and will require no proof at the hearing, together with any reservations directed to such admissions;
 - f. a concise statement of those issues of fact which remain to be litigated (without incorporation by reference to prior pleadings and memoranda);
 - g. a list of all motions or other matters which require action by the Board; and
 - h. the signature of each party, or their designated representatives.
- (6) The Director may dispense with the requirement to hold a Pre-Hearing Conference in cases where the parties, or their designated representatives, timely submit a Pre-Hearing Statement in compliance with CSR 15.14 4(5) (Items a through h) or pending the outcome of a Motion for Summary Judgment.

15.14 (Continued)

- (7) The General Counsel shall address all preliminary, non-dispositive motions and make evidentiary rulings on any objections designated in the Pre-Hearing Statement to the exhibits, documents, or other documentary evidence offered by either party, either at the Pre-Hearing Conference or thereafter or, if the requirement to hold a Pre-Hearing Conference has been vacated, in a pre-hearing order prior to the day of the evidentiary hearing. The General Counsel shall also set the amount of time in which the hearing in the case may be tried. The time allotted to hear appeals of suspensions will be 45 minutes per side. The time allotted to hear appeals of demotions or terminations will be 60 minutes per side. If either party shows good cause, the Board Chairman may increase these time limits. Any rulings made by the General Counsel at the Pre-Hearing Conference or thereafter may be appealed to the Board at the time of the appeal hearing.
- (8) The Pre-Hearing Statement and the pre-hearing order, if any, will control the course of the hearing and may not be amended except by order of the Board in the furtherance of justice. If new evidence or witnesses are discovered after filing of the Pre-Hearing Statement, the party desiring to call the same shall immediately notify all other parties, or their designated representatives, and the Director, and such use shall be permitted only by order of the Board in the furtherance of justice.

15.15 Marking and Listing of Exhibits:

- (1) Each party, or their designated representative, shall properly mark all exhibits proposed to be offered into evidence at the appeal hearing proceedings. Exhibits, whether or not stipulated into evidence, shall be prepared and submitted as follows:
 - a. Stipulated Exhibits:
 1. Each exhibit shall be marked and tabbed separately (i.e. Joint Exhibit 1, Joint Exhibit 2, etc.)
 2. An indexed list of such exhibits, with a descriptive notation sufficient to identify each separate number exhibit shall be included.
 3. All exhibits and the index shall be combined into an electronic binder or, if not filed electronically, shall be fastened in a folder, along with a memorandum signed by each party, or their designated representative, signifying agreement to the offering of such documents.

15.15 (Continued)

b. Unstipulated Exhibits:

1. Each exhibit shall be marked and tabbed separately (i.e. Appointing Authority Exhibit 1, Appointing Authority Exhibit 2, etc, or Appellant Exhibit 1, Appellant Exhibit 2, etc, as applicable.)
 2. An indexed list of such exhibits, with a descriptive notation sufficient to identify each separately numbered exhibit shall be included.
 3. All exhibits and the index shall be combined into an electronic binder or, if not filed electronically, shall be fastened in a folder.
- (2) Pre-Hearing Conference: Unless electronically filed, each party, or their designated representative, shall furnish a hard copy of the stipulated exhibits to the opposing party, or their designated representative, and ten (10) hard copies to the Board's Clerk, no later than five (5) calendar days prior to the hearing date, or the date set at the Pre-Hearing Conference.
- (3) Hearing Before the Board: Unless electronically filed, each party, or their designated representative, shall furnish the opposing party, or their designated representative, a hard copy of those exhibits which have not been stipulated, not later than five (5) calendar days prior to the hearing, and shall furnish ten (10) hard copies to the Board's Clerk at the commencement of the hearing.

15.16 Findings of Fact:

Each party may electronically submit proposed findings of fact to the Director not later than the commencement of the appeal hearing. Self-represented employees who do not have the means to electronically file, may submit proposed findings by hard copy. These may be utilized in the drafting of findings of fact, and will not be distributed to the Board prior to the hearing.

15.17 Board Composition During Appeal Hearings:

- (1) The Chair or Vice Chair, and General Counsel will be present at appeal hearings. In the absence of both the Chair and the Vice Chair, the most senior member of the Board present shall assume the role of Chair. However, in no case shall a hearing proceed in the absence of the General Counsel.
- (2) The concurrence of the majority of the Board members present and voting at such hearings shall be necessary for any action to be taken.

15.18 Accommodations for Persons with Disabilities:

- (1) Reasonable Accommodation: Qualified individuals with a disability will be provided, at the Board's expense, with reasonable accommodations, modifications to rules, policies, or practices, or the provision of auxiliary aids and services, necessary to participate in appeal process provided by the Board. A request will be considered in accordance with paragraph (e) below.
- (2) Definitions: The definitions encompassed in the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101, et seq., are incorporated into this rule.
- (3) Notice Requirement:
 - a. All notices of Board proceedings to be held in a public facility, and all process compelling appearance at such proceedings, shall include the following statement in bold face, 14-point Times New Roman or Courier font:

"If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact [identify applicable staff by name, address, and telephone number] at least 7 days before your scheduled appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711."

15.18 (Continued)

- (4) Process for Requesting Accommodations: The process for requesting accommodations is as follows:
- a. Requests for accommodations under this rule may be presented on a form approved or substantially similar to one approved by the Board, in another written format, or orally. Requests must be forwarded to the designated staff person, within the time frame provided in paragraph (4)c.
 - b. Requests for accommodations must include a description of the accommodation sought, along with a statement of the impairment that necessitates the accommodation and the duration that the accommodation is to be provided. The Board, in its discretion, may require the individual with a disability to provide additional information about the impairment. Requests for accommodation shall not include any information regarding the merits of the case.
 - c. Requests for accommodations must be made at least 7 days before the scheduled appearance, or immediately upon receiving notification if the time before the scheduled appearance is less than 7 days. The Board may, in its discretion, waive this requirement.
- (5) The Director must respond to a request for accommodation as follows:
- a. The Director must consider, but is not limited by, the provisions of the Americans with Disabilities Act of 1990, as amended, in determining whether to provide an accommodation or an appropriate alternative accommodation.
 - b. The Director must inform the individual with a disability of the following:
 1. That the request for accommodation is granted or denied, in whole or in part, and if the request for accommodation is denied, the reason therefor; or that an alternative accommodation is granted;
 2. The nature of the accommodation to be provided, if any; and
 3. The duration of the accommodation to be provided.

15.18 (Continued)

- c. If the request for accommodation is granted in its entirety, the Director shall respond to the individual with a disability by any appropriate method. If the request is denied or granted only in part, or if an alternative accommodation is granted, the Director must respond to the individual with a disability in writing, as may be appropriate, and if applicable, in an alternative format.
- d. If the Director determines that a person is a qualified person with a disability and an accommodation is needed, a request for accommodation may be denied only when the Board determines that the requested accommodation would create an undue financial or administrative burden on the Board or would fundamentally alter the nature of the proceedings.

15.19 Evidentiary Hearing Procedures:

- (1) Evidentiary hearings conducted by the Board under Civil Service Rule 14 or Civil Service Rule 15 shall comply with Florida open-meeting law.
- (2) For guidance of the parties, evidentiary hearings ordinarily proceed in the following sequence unless otherwise stipulated by the parties; or upon the determination of the General Counsel or the Board it appears that a different procedure or deviation from this procedure, shall be appropriate:
 - a. The Board shall address any preliminary matters including motions in limine, motions to sequester witnesses, or other procedural or substantive matters which should be addressed before introduction of the evidence.
 - b. Witnesses shall be identified and sworn.
 - c. Each party may make an opening statement. Opening statements are not evidence and are not designed for argument of the case. Rather, the opening statement provides the parties an opportunity to inform the Board of the facts that the party believes will be shown by the evidence as they relate to the alleged violation(s) of Civil Service Rules(s) or Agency policy(ies) and/or procedure(s). The party bearing the burden of proof shall proceed first.

15.19 (Continued)

- d. The party bearing the burden of proof shall proceed with its case by calling witnesses and introducing documentary or other evidence. Subsequently, the responding party shall proceed with his or her case. The party bearing the burden of proof, upon cause shown, may be allowed limited rebuttal. Surrebuttal shall not be permitted except when the interests of justice so require.
- e. Each witness called by any party may be cross-examined by the opposing party. Re-direct examination shall be permitted. Re-cross examination shall be permitted only upon good cause. At the conclusion of examination by the parties, the Board shall have the opportunity to inquire of the witness.
- f. After the conclusion of the evidence, each party shall have the opportunity to present closing argument. Closing argument is not evidence, but is designed to inform the Board of each party's position as to the facts demonstrated by the evidence and whether or not the alleged violation(s) of Civil Service Rules(s) or Agency policy(ies) and/or procedures(s) have been proven.
- g. After closing argument, the Board shall conduct its deliberations in open meeting. The Board shall vote separately on each alleged Civil Service Rule violation.

15.20 Burden of Proof:

- (1) It is the responsibility of the Appellant or designated representative to prove by a preponderance of the evidence that the Agency lacked just cause for imposing discipline. A "preponderance of the evidence" simply means that amount of evidence which is enough to persuade the Board that the facts asserted by the Appellant, or designated representative, are more likely true than not true and that those facts do not support the Agency's allegations that the Appellant's conduct constitutes a violation of the Civil Service Rules identified on the formal notice of discipline (CS Form 5).
- (2) In deciding whether any fact has been proven by a preponderance of the evidence, a Board member may consider the testimony of all witnesses, regardless of who may have called them, and all exhibits received in evidence, regardless of who may have introduced them.

15.20 (Continued)

- (3) In all Board hearings, including hearings to consider motions of any type made by either party, the moving party must prevail by a majority of the Board members present and voting. In the case of an appeal or grievance hearing, the appellant is the moving party. In the case of a hearing to consider a motion for summary judgment or other motion, the party filing the motion is the moving party. In the event of a tie vote, the moving party shall not prevail.

15.21 Fact Finding, Evidence, Testimony, and Credibility of Witnesses:

- (1) The Board, acting in its quasi-judicial capacity during such hearings, must initially make a determination about those facts which are relevant to the ultimate issue before the Board. Where those facts are not in dispute, the Board is entitled to accept and rely upon the undisputed facts as its own. Where those facts are in dispute, the Board must resolve the factual disputes created either by testimony or by documentary evidence.
- (2) In resolving factual disputes, the Board should consider only the evidence that is properly before it, that is, the testimony of the witnesses, and the exhibits admitted in the record. However, as the Board considers the evidence, both direct and circumstantial, it may make deductions, inferences, and reach conclusions which reason and common sense lead it to make.
- (3) "Direct evidence" is the testimony of one who asserts actual knowledge of a fact, such as an eyewitness. "Circumstantial evidence" is proof of a chain of facts and circumstances tending to prove, or disprove, an ultimate conclusion. Nothing the Appointing Authority's representative, or the appellant's representative says is evidence in the case, nor is anything said in the opening statements, the closing arguments, or objections, whether stated by lawyers or by parties representing themselves. It is the Board's own recollection and interpretation of the evidence that controls its decision.
- (4) All testimony shall be under oath. Irrelevant, immaterial or unduly repetitious evidence shall be excluded. All other evidence of the type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admissible, whether or not such evidence would be admissible in the courts of Florida. Hearsay evidence may be introduced and used for supplementing or explaining other evidence, but it shall not be sufficient in itself to support a finding by the Board unless it would be admissible over objections in a civil action. [CSL Section 12 (3)(4)]

15.21 (Continued)

- (5) The fact that the Civil Service Board must consider all of the evidence does not mean that the Board must accept all of the evidence as true or accurate. Each Board member should determine the credibility of each witness' testimony and the relative importance of that testimony. In making that decision, a Board member may believe or disbelieve any witness, in whole or in part. The credibility of the evidence, and not the number of witnesses testifying concerning any particular fact in dispute, is controlling.

15.22 Modification or Reduction of Disciplinary Actions Impermissible:

- (1) It is not part of the Board's function to determine whether the degree or type of action is appropriate. Therefore, the Board may not reduce, increase or otherwise modify the action imposed upon the appellant by the Agency Head. If the conduct which is proven establishes a violation of at least one of the Civil Service Rules, the action taken must be upheld in its entirety. If the conduct which is proven does not establish a violation of the Civil Service Rules, or if the action taken is found not to be for just cause, the action must be vacated in its entirety and the appellant placed in the same position that he or she would have been in had the action not been taken.
- (2) In determining whether or not the conduct which is proven supports the action of the Agency Head, the Board shall consider each alleged violation cited on Civil Service Form 5.
- (3) In cases where the appellant does not contest the cited violations of the Civil Service Rules or Law, or the Agency's operational or administrative rules and procedures; and, when it becomes apparent that the only relief sought is to reduce the discipline imposed, the Board may dismiss the appeal upon filing of an appropriate motion.

15.23 Final Order of the Board:

- (1) Within ten (10) calendar days of the conclusion of the appeal hearing, the Director or a member of the Board shall issue a Final Order to the affected parties, setting forth its findings, conclusions, and the reasons therefore. The ten day period begins on the day following the conclusion of the appeal hearing. [CSL Section 11(5)]
- (2) Except as otherwise provided in CS Rule 15.25 below, the decision(s) of the Board in any appeal hearing shall be considered final and binding on all affected parties subject to review pursuant to the Florida Rules of Appellate Procedure.

15.24 Remedies:

- (1) Except as provided in CS Rule 15.25 below or as otherwise provided in these rules, a prevailing appellant in an appeal hearing will be entitled to be made whole from any adverse effects of the action imposed. The scope of relief may include; but, may not be limited to:
 - a. Back pay.
 - b. Reinstatement of lost benefits.
 - c. Reinstatement to fringe benefit plans.
 - d. Retroactive seniority.
- (2) In determining relief, the Board may take into account mitigating factors such as interim earnings and fringe benefits received, good faith efforts to secure alternative employment, and the reasonableness of request for continuance of hearing dates, and other equitable factors recognized under applicable precedent.
- (3) Attorney fees and cost of litigation will not be recoverable by either party to an appeal.

15.25 Administrative Office of the Courts - Hearing to Review Actions of Dismissal, Involuntary Demotion for Cause, or Suspension:

- (1) Any employee holding a position within the Administrative Office of the Courts (Court Administrator) which was classified as of January 1, 1998, and which was funded by Hillsborough County Board of County Commissioners, may request a hearing to review a dismissal, involuntary demotion for cause, or suspension. Such a request shall be made as otherwise provided in these rules.
- (2) The practice and procedure of the Board with respect to a review shall be in accordance with adopted Civil Service Rules. If the Board finds that such Court employee's dismissal, involuntary demotion for cause, or suspension was for a reason other than just cause, it may recommend to the Chief Judge that such employee be restored to that employee's former status. Such recommendation is not binding on the Chief Judge.

15.26 Ex Parte Communications:

Members of the Civil Service Board sit as a quasi-judicial body during hearings held to consider an appeal of a disciplinary action affecting the substantial interests of an employee. In this capacity a Board member may not receive an ex parte communication from an affected party. Ex parte communication occurs when a Board member communicates with one party to an appeal to the exclusion of the other party or parties, or when a Board member initiates discussions about a case with third parties. Under generally accepted legal principles Board members are prohibited from consulting any person, or party on any fact in issue unless upon notice and opportunity to all parties in the proceeding.

15.27 Forms:

Forms cited in this Rule are available at www.hccsb.org

Simon Canasi, Chair
William Tennant, Vice Chair
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Date: October 2, 2017

To: Janet Dougherty, Executive Director
Environmental Protection Commission

SUBJECT: Request for position/classification action dated September 27, 2017

Dear Ms. Dougherty,

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

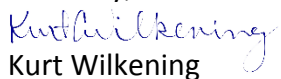
Reclassified one encumbered position, numbered 015492 (Diondra Cowden), from Community Relations Coordinator (pay grade EPC.P), to Environmental Specialist II (pay grade EPC.M), effective October 2, 2017.

We provisionally designated this position as non-exempt from FLSA. If you feel otherwise, please send a written request with any changes to CSBClassandComp@hillsboroughcounty.org.

The incumbent qualifies for the new job classification. Please prepare and submit an appropriate personnel action/status form for the position incumbent at your earliest convenience.

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

Sincerely,


Kurt Wilkening

Talent Acquisition | Classification & Compensation
Civil Service Board of Hillsborough County

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

Simon Canasi, Chair
William Tennant, Vice Chair
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler

Pat Frank, Clerk of Courts
Secretary Ex Officio



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Date: October 2, 2017

To: Janet Dougherty, Executive Director
Environmental Protection Commission

SUBJECT: Request for position/classification action dated September 27, 2017

Dear Ms. Dougherty,

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


Reclassified one encumbered position, numbered 006536 (Allanna Glusica), from Engineering Specialist II (pay grade EPC.Q), to Senior Public Relations Strategist (pay grade EPC.S), effective October 2, 2017.

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.

The incumbent qualifies for the new job classification. Please prepare and submit an appropriate personnel action/status form for the position incumbent at your earliest convenience.

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

Sincerely,


Kurt Wilkening

Talent Acquisition | Classification & Compensation
Civil Service Board of Hillsborough County

cc: Leslie Campbell, Gen Mgr Adm
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Simon Canasi, Chair
William Tennant, Vice Chair
Neal Carbaugh
Chandra Hosler
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Ernie Trichler



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Date: October 2, 2017

To: Janet Dougherty, Executive Director
Environmental Protection Commission

SUBJECT: Request for position/classification action dated September 27, 2017

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 006506, from Environmental Specialist II (pay grade EPC.M), to Project Manager I (pay grade EPC.Q), effective October 2, 2017.

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.

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

Sincerely,


Kurt Wilkening

Talent Acquisition | Classification & Compensation
Civil Service Board of Hillsborough County

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

Simon Canasi, Chair
William Tennant, Vice Chair
Neal Carbaugh
Chandra Hosler
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Ernie Trichler



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Pat Frank, Clerk of Courts
Secretary Ex Officio

Date: October 12, 2017

To: 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 October 11, 2017

Dear Mr. Anderson,

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

Retitled one unclassified position, numbered 015798, from Director of Events and Special Projects, to Director of Events, effective October 12, 2017.

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

Sincerely,

A handwritten signature in blue ink that reads "Kurt Wilkening".

Kurt Wilkening
Talent Acquisition | Classification & Compensation
Civil Service Board of Hillsborough County

cc: Joanne Toledo, VP Human Resources
Lisa Barber, PTB HR
Juliann Alvarez, PTB HR
Terrell Mathis, CSB

Simon Canasi, Chair
William Tennant, Vice Chair
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Date: October 16, 2017

To: Janet Dougherty, Executive Director
Environmental Protection Commission

SUBJECT: Request for position/classification action dated October 12, 2017

Dear Ms. Dougherty,

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

Established one classified position, numbered 015809, as Systems Analyst (pay grade EPC.S), effective October 16, 2017.

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

Talent Acquisition | Classification & Compensation
Civil Service Board of Hillsborough County

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

Simon Canasi, Chair
William Tennant, Vice Chair
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Pat Frank, Clerk of Courts
Secretary Ex Officio

Date: October 25, 2017

To: 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 October 23, 2017

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 015810, as Director Special Projects (pay grade General Unclassified), effective October 25, 2017.

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,

A handwritten signature in blue ink that reads "Kurt Wilkening".

Kurt Wilkening
Talent Acquisition | Classification & Compensation
Civil Service Board of Hillsborough County

cc: Joanne Toledo, VP Human Resources
Lisa Barber, PTB HR
Juliann Alvarez, PTB HR
Terrell Mathis, CSB

Simon Canasi, Chair
William Tennant, Vice Chair
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler

Pat Frank, Clerk of Courts
Secretary Ex Officio



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Date: October 31, 2017

To: Janet Dougherty, Executive Director
Environmental Protection Commission

SUBJECT: Request for position/classification action dated October 26, 2017

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 006406, from Senior Professional Engineer (pay grade EPC.X), to Environmental Scientist I (pay grade EPC.L), effective October 31, 2017.

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.

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

Sincerely,


Kurt Wilkening

Talent Acquisition | Classification & Compensation
Civil Service Board of Hillsborough County

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

10. STAFF REPORTS

B. 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 Wednesdays as the Board's business meetings. Each meeting is noticed in accordance with the provisions of the Government in the Sunshine Law.

The next Board meeting is scheduled to be held on Wednesday, December 6, 2017 at 6:00 PM in the Planning Commission Boardroom, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

2017 CSB SCHEDULE
January 18
February 15
March 27
April 19
May 17
June 21
July 19
August 16
September 20
October 11
November 15
December 6

10. STAFF REPORTS

C. 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, December 14, 2017.

2017 EAC SCHEDULE
January 12
February 9
March 9
April 13
May 11
June 8
July 13
August 10
September 14
October 12
November 9
December 14

**DIRECTOR'S MONTHLY MEETING REPORT
OCTOBER 12 THROUGH NOVEMBER 15**

10.16.2017	OC Tanner Telephone Briefing
10.17.2017	Bill Tennant, Civil Service Board Member - Telephone Conference
10.18.2017	Diedre Clark - 18th Floor Build-Out
10.23.2017	Ron Christaldi - Community Leadership Luncheon
10.23.2017	Pete Zinober - Case Law
10.25.2017	Andrea Cichon - CSB Applicant
10.26.2017	Stephen Lytle - CSB Applicant
10.27.2017	Strategic Planning Retreat
11.15.2017	Thanksgiving Celebration at the EPC

DOCKET SUMMARY–NOVEMBER 2017

See attached indices for additional details for each matter.

Page 1 of 2

APPEALS

CASE 827

DISCIPLINARY ACTION: DISMISSAL

DISCIPLINE EFFECTIVE DATE: 04/08/2017

APPELLANT REP: MARK NEUMAIER, ESQ.

ALLEGATIONS: VIOL CSR Rule 11.2(27); HR Policy 7.6 (27)

STATUS: AA response to Status Order received October 2, 2017 indicating original CS Form 5 rescinded, settlement negotiations are on-going. Order Sua Sponte Dismissing Case as Moot issued October 9, 2017. Appeal to Order due November 13, 2017.

APPELLANT: WHITE, EVAN J.

EMPLOYER: CAD

CS FORM 5A RECEIPT: 04/13/2017

EMPLOYER REP: RUDIN HAIDERMOTA, ESQ

CASE 828

DISCIPLINARY ACTION: DISMISSAL

DISCIPLINE EFFECTIVE DATE: 06/07/2017

APPELLANT REP: PRO SE

ALLEGATIONS: VIOL CSR Rule 11.2(1); (2); (4); (6); (12); (13); (26); (32); HR Policy 7.6 (1); (2); (4); (5); (6);(12); (13); (18); (26); (32)

STATUS: Notice of Pre-hearing Conference issued October 11, 2017. Pre-hearing Conference scheduled for November 16, 2017.

APPELLANT: WHITLATCH, JOHN

EMPLOYER: CAD

CS FORM 5A RECEIPT: 06/15/2017

EMPLOYER REP: DANIELLE GREEN, ESQ

CASE 829

DISCIPLINARY ACTION: DISMISSAL

DISCIPLINE EFFECTIVE DATE: 06/23/2017

APPELLANT REP: PRO SE

ALLEGATIONS: VIOL CSR Rule 11.2(1); (2); (4); (6); (26); (32); HR Policy 7.6 (1); (2); (4); (5); (6); (26); (32)

STATUS. Motion for Summary Judgment Hearing held October 11, 2017. Final Order Dismissing Appeal for Lack of Prosecution issued October 20, 2017. Appeal from Final Order due November 21, 2017.

APPELLANT: HEGERTY, DANISE

EMPLOYER: CAD

CS FORM 5A RECEIPT: 06/27/2017

EMPLOYER REP: DANIELLE GREEN, ESQ

CASE 830

DISCIPLINARY ACTION: SUSPENSION, DISMISSAL

DISCIPLINE EFFECTIVE DATE: 08/07/2017

APPELLANT REP: PRO SE

ALLEGATIONS: VIOL CSR Rule 11.2(1); (11); (26); 11.3; ER Code of Ethics 1.4(4); HR-6.5

STATUS. Order Granting AA Motion for Continuance Summary Judgment Hearing issued October 4, 2017. Settlement negotiations are on-going. Status Order Directed to Parties issued October 31, 2017. Parties' Request to Schedule Hearing received November 6, 2017. Appointing Authority's Motion for Summary Judgment tentatively scheduled for December 6, 2017.

APPELLANT: COWLING, DEBRA

EMPLOYER: CCC

CS FORM 5A RECEIPT: 08/09/2017

EMPLOYER REP: DALE BOHNER, ESQ

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. Notice of Appeal issued November 7, 2017. Pre-hearing Motion(s) due November 27, 2017. If no Motion(s) filed, final hearing tentatively scheduled for January 17, 2018.

APPELLANT: DONNELL, ROBERT

EMPLOYER: CADRP

CS FORM 5A RECEIPT: 11/06/2017

EMPLOYER REP: JENNIE TARR, ESQ

DOCKET SUMMARY–NOVEMBER 2017

See attached indices for additional details for each matter.

Page 2 of 2

GRIEVANCES - No grievances pending.

CIVIL ACTIONS - No civil actions pending.

EEOC CASES - No EEOC complaints pending.

10. STAFF REPORTS

B. 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 Wednesdays as the Board's business meetings. Each meeting is noticed in accordance with the provisions of the Government in the Sunshine Law.

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10. STAFF REPORTS

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The next EAC meeting is scheduled to be held on Thursday, December 14, 2017.

2017 EAC SCHEDULE
January 12
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July 13
August 10
September 14
October 12
November 9
December 14

SUPPLEMENT 5

11. DIRECTOR'S REPORT

DIRECTOR'S MONTHLY MEETING REPORT

**DIRECTOR'S MONTHLY MEETING REPORT
OCTOBER 12 THROUGH NOVEMBER 15**

10.16.2017	OC Tanner Telephone Briefing
10.17.2017	Bill Tennant, Civil Service Board Member - Telephone Conference
10.18.2017	Diedre Clark - 18th Floor Build-Out
10.23.2017	Ron Christaldi - Community Leadership Luncheon
10.23.2017	Pete Zinober - Case Law
10.25.2017	Andrea Cichon - CSB Applicant
10.26.2017	Stephen Lytle - CSB Applicant
10.27.2017	Strategic Planning Retreat
11.15.2017	Thanksgiving Celebration at the EPC

SUPPLEMENT 6

12. GENERAL COUNSEL'S REPORT

CASE FILE INDICES

DOCKET SUMMARY–NOVEMBER 2017

See attached indices for additional details for each matter.

Page 1 of 2

APPEALS

CASE 827

DISCIPLINARY ACTION: DISMISSAL

DISCIPLINE EFFECTIVE DATE: 04/08/2017

APPELLANT REP: MARK NEUMAIER, ESQ.

ALLEGATIONS: VIOL CSR Rule 11.2(27); HR Policy 7.6 (27)

STATUS: AA response to Status Order received October 2, 2017 indicating original CS Form 5 rescinded, settlement negotiations are on-going. Order Sua Sponte Dismissing Case as Moot issued October 9, 2017. Appeal to Order due November 13, 2017.

APPELLANT: WHITE, EVAN J.

EMPLOYER: CAD

CS FORM 5A RECEIPT: 04/13/2017

EMPLOYER REP: RUDIN HAIDERMOTA, ESQ

CASE 828

DISCIPLINARY ACTION: DISMISSAL

DISCIPLINE EFFECTIVE DATE: 06/07/2017

APPELLANT REP: PRO SE

ALLEGATIONS: VIOL CSR Rule 11.2(1); (2); (4); (6); (12); (13); (26); (32); HR Policy 7.6 (1); (2); (4); (5); (6);(12); (13); (18); (26); (32)

STATUS: Notice of Pre-hearing Conference issued October 11, 2017. Pre-hearing Conference scheduled for November 16, 2017.

APPELLANT: WHITLATCH, JOHN

EMPLOYER: CAD

CS FORM 5A RECEIPT: 06/15/2017

EMPLOYER REP: DANIELLE GREEN, ESQ

CASE 829

DISCIPLINARY ACTION: DISMISSAL

DISCIPLINE EFFECTIVE DATE: 06/23/2017

APPELLANT REP: PRO SE

ALLEGATIONS: VIOL CSR Rule 11.2(1); (2); (4); (6); (26); (32); HR Policy 7.6 (1); (2); (4); (5); (6); (26); (32)

STATUS. Motion for Summary Judgment Hearing held October 11, 2017. Final Order Dismissing Appeal for Lack of Prosecution issued October 20, 2017. Appeal from Final Order due November 21, 2017.

APPELLANT: HEGERTY, DANISE

EMPLOYER: CAD

CS FORM 5A RECEIPT: 06/27/2017

EMPLOYER REP: DANIELLE GREEN, ESQ

CASE 830

DISCIPLINARY ACTION: SUSPENSION, DISMISSAL

DISCIPLINE EFFECTIVE DATE: 08/07/2017

APPELLANT REP: PRO SE

ALLEGATIONS: VIOL CSR Rule 11.2(1); (11); (26); 11.3; ER Code of Ethics 1.4(4); HR-6.5

STATUS. Order Granting AA Motion for Continuance Summary Judgment Hearing issued October 4, 2017. Settlement negotiations are on-going. Status Order Directed to Parties issued October 31, 2017. Parties' Request to Schedule Hearing received November 6, 2017. Appointing Authority's Motion for Summary Judgment tentatively scheduled for December 6, 2017.

APPELLANT: COWLING, DEBRA

EMPLOYER: CCC

CS FORM 5A RECEIPT: 08/09/2017

EMPLOYER REP: DALE BOHNER, ESQ

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. Notice of Appeal issued November 7, 2017. Pre-hearing Motion(s) due November 27, 2017. If no Motion(s) filed, final hearing tentatively scheduled for January 17, 2018.

APPELLANT: DONNELL, ROBERT

EMPLOYER: CADRP

CS FORM 5A RECEIPT: 11/06/2017

EMPLOYER REP: JENNIE TARR, ESQ

DOCKET SUMMARY–NOVEMBER 2017

See attached indices for additional details for each matter.

Page 2 of 2

GRIEVANCES - No grievances pending.

CIVIL ACTIONS - No civil actions pending.

EEOC CASES - No EEOC complaints pending.

CASE: WHITE, EVAN J. (EMPLOYEE) v. PARKS & RECREATION

DOCKET NUMBER: 17-827

TYPE: GRIEVANCE _____ APPEAL X ACTION: DISCIPLINE _____ SUSPENSION _____ DISMISSAL X

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
10/09/2017	ORDER SUA SPONTE DISMISSING CASE AS MOOT			X	
10/09/2017	AA ADDITIONAL RESPONSE TO ORDER		X		
10/04/2017	ORDER DIRECTING ADDITIONAL AA RESPONSE			X	
10/02/2017	AA RESPONSE TO STATUS ORDER		X		
09/29/2017	STATUS ORDER DIRECTED TO PARTIES			X	
09/20/2017	CORRECTED ORDER GRANTING JOINT MOTION TO STAY PROCEEDINGS			X	
09/20/2017	ORDER GRANTING JOINT MOTION TO STAY PROCEEDINGS			X	
09/20/2017	CSB ACKNOWLEDGE RECEIPT OF JOINT MOTION TO STAY PROCEEDINGS			X	
09/20/2017	JOINT MOTION TO STAY PROCEEDINGS	X	X		
09/18/2017	CSB ADDITIONAL RESPONSE TO AA & APPELLANT REQUEST FOR SAMPLE MOTION			X	
09/18/2017	CSB RESPONSE TO AA & APPELLANT REQUEST FOR SAMPLE MOTION			X	
09/14/2017	EMAILS BETWEEN CSO; HAIDERMOTA; NEUMAIER RE: CONFERENCE CALL				X
09/07/2017	TRANSCRIPT 08/23/2017 MSJ HEARING			X	
09/07/2017	EMAIL RESPONSE FROM NEUMAIER RE CONFERENCE CALL				X
09/07/2017	SCHEDULING REQUEST FOR CONF CALL WITH GC				X
09/07/2017	EMAIL RESPONSE FROM HAIDERMOTA RE: CONF. CALL				X
09/07/2017	EMAIL CANCELLING AND RESCHEDULING CONF. CALL WITH GC DUE TO HURRICAN				X
09/01/2017	ORDER DENYING APPOINTING AUTHORITY'S MOTION FOR SUMMARY JUDGMENT			X	
08/30/2017	EMAIL RESPONSE FROM NEUMAIER RE CONFERENCE CALL	X			
08/30/2017	EMAIL RESPONSE TO NEUMAIER RE CONF. CALL			X	
08/30/2017	EMAIL FROM NEUMAIER RE CONFERENCE CALL	X			
08/29/2017	CORRESPONDENCE CANCELLING TELEPHONE CONFERENCE WITH GC			X	
08/29/2017	CORRESPONDENCE REQUESTING TO RE-SCHEDULE TELEPHONE CONFERENCE WITH GC		X		
08/25/2017	CORRESPONDENCE SCHEDULING TELEPHONE CONFERENCE BETWEEN THE PARTIES WITH GC				X
08/17/2017	ORDER GRANTING AA MOTION TO SUPPLEMENT AND CANCELLING ARGUMENT			X	
08/17/2017	CORRESPONDENCE TO AA RE: SPRINT EVIDENCE			X	
08/17/2017	AA OBJECTION TO SPRINT EVIDENCE		X		

CASE: WHITE, EVAN J. (EMPLOYEE) v. PARKS & RECREATION

DOCKET NUMBER: 17-827

TYPE: GRIEVANCE _____ APPEAL X ACTION: DISCIPLINE _____ SUSPENSION _____ DISMISSAL X

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
08/17/2017	CORRESPONDENCE TO APPELLANT RE: SPRINT EVIDENCE			X	
08/17/2017	APPELLANT'S NOTICE OF SUMMARY JUDGMENT EVIDENCE	X			
08/17/2017	APPELLANT'S RESPONSE TO MOTION TO SUPPLEMENT EVIDENCE	X			
08/16/2017	ORDER DIRECTING APPELLANT'S RESPONSE & SETTING ARGUMENT			X	
08/16/2017	AA MOTION TO SUPPLEMENT MSJ		X		
08/14/2017	AA NOTICE APPROVING ELECTRONIC FILE		X		
08/10/2017	2ND REQUEST TO APPROVE ELECTRONIC FILE			X	X
08/08/2017	REQUEST TO APPROVE ELECTRONIC FILE			X	X
08/07/2017	NOTICE OF ARGUMENT SCHEDULE			X	
08/04/2017	FWD: APPELLANT'S STIPULATION TO BOARD EXHIBIT 1			X	X
08/04/2017	AA CONSENT TO ELECTRONIC SERVICE & FILING		X		
08/04/2017	APPELLANT'S STIPULATION TO BOARD EXHIBIT 1	X			
08/04/2017	FWD: APPELLANT'S CONSENT TO ELECTRONIC SERVICE & FILING			X	X
08/04/2017	APPELLANT'S CONSENT TO ELECTRONIC SERVICE & FILING	X			
08/01/2017	REQUEST FOR CONSENT TO ELECTRONIC FILING			X	X
07/31/2017	APPELLANT'S RESPONSE TO INQUIRY RE: FITNESS FOR DUTY FORM	X			X
07/31/2017	INQUIRY RE: FITNESS FOR DUTY FORM			X	X
07/31/2017	CORRESPONDENCE TO AA FORWARDING APPELLANT'S GRACEPOINT FORM			X	X
07/13/2017	AFFIDAVIT OF APPELLANT IN OPPOSITION TO MFSJ	X			
07/13/2017	AFFIDAVIT OF SOLACE BEHAVIORAL RECORDS CUSTODIAN IN OPPOSITION TO MFSJ	X			
07/12/2017	EMAIL CONFIRMING APPELLANT'S ADDRESS	X			X
07/11/2017	2nd NOTICE OF DATE CHANGE			X	
07/11/2017	EMAIL FORWARDING "FITNESS FOR DUTY FORM"			X	
07/07/2017	ORDER GRANTING APPELLANT'S 2ND MOTION FOR EXTENSION TO FILE RESPONSE TO MOTION FOR SUMMARY JUDGMENT (EMAILED 07/10/2017)			X	
07/06/2017	MOTION FOR FURTHER EXTENSION	X			
06/27/2017	RETURN TO SENDER ENVELOPE MARKED "DECEASED"	X			

CASE: WHITE, EVAN J. (EMPLOYEE) v. PARKS & RECREATION

DOCKET NUMBER: 17-827

TYPE: GRIEVANCE _____ APPEAL X ACTION: DISCIPLINE _____ SUSPENSION _____ DISMISSAL X

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
06/26/2017	ORDER DENYING APPELLANT'S AMENDED MOTION FOR CONTINUANCE, TO REOPEN, AND FOR EXTENSION			X	
06/26/2017	NOTICE OF MEETING DATE CHANGE			X	
06/21/2017	AMENDED MOTION FOR CONTINUANCE, TO REOPEN, AND FOR EXTENSION	X			
06/21/2017	ORDER GRANTING APPELLANT'S REQUEST FOR CONTINUANCE AND FOR EXTENSION OF TIME TO FILE RESPONSE TO MOTION FOR SUMMARY JUDGMENT; REQUEST TO REOPEN DENIED			X	
06/21/2017	MOTION FOR CONTINUANCE, TO REOPEN, AND FOR EXTENSION	X			
06/20/2017	NOTICE OF APPEARANCE (VIA EMAIL)	X			
06/20/2017	EMAIL RE: CONFIRMATION OF REPRESENTATION AND CORRECTING EMAIL ADDRESS	X		X	
06/20/2017	EMAIL INQUIRY TO APPELLANT'S COUNSEL RE: STATUS OF REPRESENTATION			X	
06/20/2017	EMAIL FORWARDING "INITIAL DOCUMENT" TO AA			X	
06/20/2017	FAX OF COMPLETED FITNESS FOR DUTY FORM	X			
06/10/2017	EMAIL CORRECTING EMAIL ADDRESS			X	
06/09/2017	APPELLANT'S 'INITIAL EVALUATION" DOCUMENT	X			
06/09/2017	NOTICE OF ARGUMENT SCHEDULE			X	
06/09/2017	EMAIL "FITNESS FOR DUTY FORM" TO APPELLANT			X	
06/02/2017	MOTION FOR SUMMARY JUDGMENT		X		
05/18/2017	ORDER GRANTING AA REQUEST FOR 2ND EXTENSION			X	
05/18/2017	2nd REQUEST FOR EXTENSION OF TIME TO FILE MFSJ		X		
04.27.2017	ORDER GRANTING AA REQUEST FOR EXTENSION			X	
04.26.2017	REQUEST FOR EXTENSION OF TIME TO FILE MFSJ		X		
04.17.2017	NOTICE OF APPEAL			X	
04.13.2017	CS FORM 5A RECEIVED	X			

CASE: WHITLATCH, JOHN (EMPLOYEE) v. PUBLIC WORKS

DOCKET NUMBER: 17-828

TYPE: GRIEVANCE _____ APPEAL <u>X</u> ACTION: DISCIPLINE _____ SUSPENSION _____ DISMISSAL <u>X</u>					
DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
11/08/2017	EMAIL CORRESPONDENCE	X			
11/08/2017	EMAIL CORRESPONDENCE			X	
11/08/2017	EMAIL CORRESPONDENCE		X		
11/08/2017	JOINT PRE-HEARING STATEMENT	X	X		
11/08/2017	AA'S INTENT TO FILE WRITTEN RESPONSE TO APPELLANTS'S REQUEST FOR EXTENSION		X		
11/08/2017	REQUEST FOR EXTENSION	X			
11/07/2017	RETURN OF CERTIFIED MAIL / UNCLAIMED				FROM USPS
10/17/2017	CSB RESPONSE RE: REMEDIES			X	XEMAIL
10/16/2017	APPELLANT INQUIRY RE: REMEDIES	X			
10/16/2017	AA SETTLEMENT OFFER RCD FROM APPELLANT	X			
10/13/2017	ACKNOWLEDGEMENT OF RECEIPT OF TRANSCRIPTS		X		
10/13/2017	EMAIL WITH REQUESTED TRANSCRIPTS ATTACHED			X	
10/12/2017	REQUEST FOR TRANSCRIPTS		X		
10/11/2017	NOTICE TO PARTIES RE: COURT REPORTER			X	XEMAIL
10/11/2017	NOTICE OF PRE-HEARING CONFERENCE			X	
10/11/2017	APPELLANT NOTICE OF AVAILABILITY	X			
10/11/2017	CSB INQUIRY OF ADDITIONAL AVAILABILITY			X	XEMAIL
10/10/2017	CSB INQUIRY OF AVAILABILITY			X	XEMAIL
10/10/2017	AA 2ND NOTICE OF AVAILABILITY		X		
10/10/2017	APPELLANT NOTICE OF AVAILABILITY	X			
10/10/2017	AA CORRECTED 1ST NOTICE OF AVAILABILITY		X		
10/09/2017	RESPONSE TO APPELLANT'S INQUIRY RE: EMPLOYMENT APPLICATION			x	
10/09/2017	APPELLANT'S INQUIRY RE: EMPLOYMENT APPLICATION	X			
10/09/2017	APPELLANT'S NOTICE OF AVAILABILITY FOR PHC	X			
10/09/2017	CSB INQUIRY RE: APPELLANT'S AVAILABILITY FOR PHC			X	
10/09/2017	AA NOTICE OF AVAILABILITY FOR PHC		X		
10/04/2017	ORDER MODIFYING AND GRANTING AA MOTION TO STAY (DIRECTING NOTICE OF AVAILABILITY)			X	
09/30/2017	APPELLANT'S OBJECTION TO STAY	X			
09/29/2017	AA MOTION TO STAY PROCEEDINGS		X		
09/29/2017	AA EMAIL RE: SETTLEMENT/TIMEFRAME		X		
09/29/2017	APPELLANT EMAIL RE: SETTLEMENT/TIMEFRAME	X			
09/29/2017	ORDER DENYING AA MFSJ			X	
09/28/2017	RESPONSE EMAIL OBJECTING TO AA'S INTENT TO STAY PROCEEDINGS	X			
09/25/2017	EMAIL FROM AA TO APPELLANT NOTICING INTENT TO STAY PROCEEDINGS		X		

CASE: WHITLATCH, JOHN (EMPLOYEE) v. PUBLIC WORKS

DOCKET NUMBER: 17-828

TYPE: GRIEVANCE _____ APPEAL <u>X</u> ACTION: DISCIPLINE _____ SUSPENSION _____ DISMISSAL <u>X</u>					
DATE	TITLE OF DOCUMENT	FROM			
		APPELLANT	APPOINTING AUTHORITY	CSB	CORRESPONDENCE
09/22/2017	CSB EMAIL TO PARTIES RE PRE-HEARING CONFERENCE AND SCHEDULING OF EVIDENTIARY HEARING			X	
09/20/2017	AA SUPPLEMENTAL FILING RE: CSR 15.15		X		
09/20/2017	CSB TRANSMISSION TO CSB MEMBERS OF APPELLANT'S SUPPLEMENTAL FILING OF R. REYES AFFIDAVIT PAGE 2			X	
09/20/2017	CSB TRANSMISSION TO AA OF APPELLANT'S SUPPLEMENTAL FILING OF R. REYES AFFIDAVIT PAGE 2			X	
09/19/2017	APPELLANT'S SUPPLEMENTAL FILING OF R. REYES AFFIDAVIT PAGE 2	X			
09/19/2017	CSB ADVISING APPELLANT THAT AA HAS NO OBJECTION TO SUPPLEMENTAL FILING, R. REYES, PAGE 2			X	
09/19/2017	CSB INQUIRY AS TO AA OBJECTION TO SUPPLEMENTAL FILING OF ROLANDO REYES, MISSING PAGE 2			X	
09/18/2017	APPELLANT'S RESPONSE RE: R. REYES, PAGE 2	X			
09/18/2017	CSB INQUIRY RE: APPELLANT'S AFFIDAVIT OF ROLANDO REYES, MISSING PAGE 2			X	
09/15/2017	AA'S E-FILE SUBMISSION OF MSJ		X		
09/15/2017	AA'S CONSENT TO ELECTRONIC SERVICE; STIPULATION TO BOARD EXHIBIT 1		X		
09/15/2017	AA RESPONSE TO REQUEST TO CONSENT TO ELECTRONIC FILING & STIPULATION TO BOARD EXHIBIT 1		X		
09/15/2017	AA'S ACKNOWLEDGMENT OF RECEIPT OF APPELLANT'S NOTARIZED SUPPLEMENT		X		
09/14/2017	REQUEST TO CONSENT TO ELECTRONIC FILING & STIPULATION TO BOARD EXHIBIT 1			X	
09/14/2017	TRANSMIT APPELLANT'S NOTARIZED SUPPLEMENT			X	
09/13/2017	APPELLANT'S NOTARIZED SUPPLEMENT	X			
09/13/2017	NOTICE OF ARGUMENT SCHEDULE			X	
09/07/2017	COUNTY'S ACKNOWLEDGMENT OF RECEIPT OF APPELLANT'S RESPONSE TO MSJ		X		
09/07/2017	TRANSMISSION TO AA OF APPELLANT'S RESPONSE TO MSJ			X	
09/06/2017	APPELLANT'S RESPONSE TO AA MOTION FOR SUMMARY JUDGMENT	X			
09/05/2017	COUNTY'S RESPONSE TO APPELLANT'S REQUEST TO MAKE ELECTRONIC SUBMISSION		X		

CASE: WHITLATCH, JOHN (EMPLOYEE) v. PUBLIC WORKS

DOCKET NUMBER: 17-828

TYPE: GRIEVANCE _____ APPEAL X ACTION: DISCIPLINE _____ SUSPENSION _____ DISMISSAL X

DATE	TITLE OF DOCUMENT	FROM			
		APPELLANT	APPOINTING AUTHORITY	CSB	CORRESPONDENCE
09/05/2017	APPELLANT'S INQUIRY RE: AUTHENIFICATION OF DOCUMENTS	X			
09/05/2017	CSB INQUIRY RE: APPELLANT'S REQUEST TO MAKE ELECTRONIC SUBMISSION			X	
09/03/2017	APPELLANT'S REQUEST TO MAKE ELECTRONIC SUBMISSION	X			
08/31/2017	ORDER GRANTING APPELLANT'S REQUEST FOR EXTENSION			X	X
08/31/2017	NOTIFICATION OF EXTENSION	X			X
08/30/2017	APPELLANT'S CONFIRMATION OF AVAILABILITY	X			X
08/30/2017	AA'S CONFIRMATION OF AVAILABILITY		X		X
08/30/2017	REQUEST TO CONFIRM AVAILABILITY			X	X
08/17/2017	AA AMENDED CERTIFICATE OF SERVICE		X		
08/16/2017	RESPONSE TO APPELLANT'S INQUIRY RE: AA MOTION TO DISMISS/MSJ			X	X
08/15/2017	APPELLANT'S INQUIRY RE: MOTION TO DISMISS/MSJ		X		
08/15/2017	AA'S MOTION FOR SUMMARY JUDGMENT	X			X
07/26/2017	RESPONSE TO APPELLANT'S INQUIRY RE: ORDER DENYING AA MOTION TO DISMISS			X	X
07/26/2017	APPELLANT'S INQUIRY RE: ORDER DENYING AA MOTION TO DISMISS	X			X
07/26/2017	ORDER LIFTING STAY AND SPECIFYING FURTHER PROCEEDINGS			X	
07/26/2017	ORDER DENYING AA MOTION TO DISMISS			X	
07/24/2017	TRANSMIT APPELLANT'S SIGNED RESPONSE TO AA MOTION TO DISMISS				X
07/21/2017	APPELLANT'S <u>SIGNED</u> RESPONSE TO AA MOTION TO DISMISS	X			
07/20/2017	AMENDED FORM 5	X			
07/20/2017	APPELLANT'S RESPONSE TO AA MOTION TO DISMISS	X			
07/13/2017	ORDER GRANTING STAY AND DIRECTING RESPONSE			X	
07/11/2017	NOTICE CANCELLING TELEPHONE CONFERENCE			X	X
07/07/2017	AA'S MOTION TO DISMISS APPEAL, MOTION TO STAY, OR IN THE ALTERNATIVE, MOTION FOR EXTENSION OF TIME		X		
06/27/2017	NOTICE OF APPEAL			X	
06/15/2017	CS FORM 5A RECEIVED (MIS-DELIVERED MAIL)	X			

CASE: HEGERTY, DANISE A. (EMPLOYEE) v. HUMAN RESOURCES

DOCKET NUMBER: 17-829

TYPE: GRIEVANCE _____ APPEAL X ACTION: DISCIPLINE _____ SUSPENSION _____ DISMISSAL X

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
10/24/2017	COUNTY ATTORNEY'S REQUEST FOR FOLLOWUP		X		
10/20/2017	EXPLANATION OF FINAL ORDER TO APPELLANT			X	
10/20/2017	EMAIL FROM APPELLANT RE FINAL ORDER	X			
10/20/2017	FINAL ORDER			X	
10/13/2017	APPELLANT'S OBJECTION TO CSB EXHIBIT 1 (copy provided by AA)		x		
10/10/2017	AA SUPPLEMENTAL FILING: HR 7.6		X		
10/02/2017	AA RESPONSE STIPULATING TO BOARD EXHIBIT 1		X		
10/02/2017	CSB CERTIFIED CORRESPONDENCE REQUESTING STIPULATION TO BOARD EXHIBIT 1			X	
10/02/2017	CSB EMAIL REQUESTING STIPULATION TO BOARD EXHIBIT 1			X	
09/29/2017	NOTICE OF ARGUMENT SCHEDULE			X	
09/14/2017	ACKNOWLEDGEMENT OF APPELLANT'S UNAVAILABILITY ON SEPT 20 / NEW DATE: OCT 11			X	CERT MAIL (receipt acknowledged 9/20/2017)
09/14/2017	ACKNOWLEDGEMENT OF APPELLANT'S UNAVAILABILITY ON SEPT 20 / NEW DATE: OCT 11			X	EMAIL
09/14/2017	NOTICE OF ARGUMENT SCHEDULE			X	CERT MAIL
09/13/2017	APPELLANT'S NOTICE OF UNAVAILABILITY ON SEPT. 20				
09/13/2017	NOTICE OF ARGUMENT SCHEDULE			X	EMAIL
09/05/2017	EMAIL RE: DEADLINE TO FILE APPELLANT'S RESPONSE TO AA'S MFSJ			X	EMAIL
08/31/2017	CSB REQUEST FOR CLARIFICATION OF APPELLANT'S AVAILABILITY			X	EMAIL
08/31/2017	APPELLANT'S INQUIRY RE: NEW HEARING DATE	X			EMAIL
08/31/2017	CSB RESPONSE TO APPELLANT: NEW HEARING DATE WILL BE SCHEDULED; REMINDER OF DEADLINE TO FILE RESPONSE TO MSJ			X	EMAIL
08/30/2017	APPELLANT CONFIRMATION / UNAVAILABLE	X			EMAIL
08/30/2017	AA CONFIRMATION OF AVAILABILITY		X		EMAIL
08/30/2017	REQUEST TO CONFIRM AVAILABILITY			X	EMAIL
08/15/2017	AA'S MOTION FOR SUMMARY JUDGMENT		X		
07/10/2017	ORDER GRANTING APPOINTING AUTHORITY'S REQUEST FOR EXTENSION TO FILE MOTION FOR SUMMARY JUDEGMENT			X	
07/07/2017	ORDER GRANTING MOTION FOR EXTENSION TO FILE MFSJ (EMAILED 07/10/2017)			X	

CASE: HEGERTY, DANISE A. (EMPLOYEE) v. HUMAN RESOURCES

DOCKET NUMBER: 17-829

TYPE: GRIEVANCE _____ APPEAL X ACTION: DISCIPLINE _____ SUSPENSION _____ DISMISSAL X

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
07/05/2017	AA MOTION FOR EXTENSION OF TIME		X		
07/03/2017	AA CORRESPONDENCE RE: APPELLANT PAYROLL RECORDS & PROPERTY				
07/03/2017	AA NOTICE OF CASE NUMBER		X		X
07/03/2017	AA NOTICE OF APPEARANCE		X		X
06/27/2017	NOTICE OF APPEAL			X	
06/27/2017	CS FORM 5 REC'D FROM APPELLANT	X			
06/27/2017	CS FORM 5A RECEIVED	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	
11.07.2017	NOTICE OF APPEAL & CONSENT TO E-FILE			X	
11.06.2017	CS FORM 5A RECEIVED	X			