

PROCEEDINGS OF THE
CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
March 17, 2005 - 8:15am
NEW BERLIN CITY HALL
3805 S. Casper Drive
Conference Room "A/B"

Please note: Minutes are unofficial until approved by the Civil Service Commission at their next regularly scheduled meeting.

Present: Commissioners Virginia Moths, Gary Gray, Kelly Parbs, and Helen Uhan
Also Present: Mark Blum, Charles Carlson (Carlson Dettmann)
Absent: Bernie Kramer, Tami Potkay
Chairperson Moths called the meeting to order at 8:15am

APPROVAL OF MINUTES - February 3, 2005 and February 17, 2005

Motion by Comm. Kelly Parbs
Second by Comm. Gary Gray
Approved unanimously

PRESENTATION OF THE ACTUAL PROCESS OF PROGRESSIVE, POSITIVE DISCIPLINE

Tami Potkay absent

Again, we are discussing the need for H.R. to have a disciplinary process in place that clearly spells out the procedure. Are there some steps in place today? What's in writing? Subsequent requests have been made of H.R. to present the process in place and since no presentation is forthcoming the reality might be that H.R. does not have a clear process. We cannot go forward until a process and procedure is in place and has been presented. If H.R. does not have one then one needs to be established.

DISCUSSION OF CIVIL SERVICE ROLE IN APPEAL PROCESS

Recommendation of training for the city employees and also a presentation to the Commissioners to clearly spell out the process in just cause cases. There should be a list of steps or rules that should happen so that we may review if an appropriate or inappropriate action was made on appeal.

MOTION ON PROPOSED CHANGES TO CHAPTER 11

Changes make sense but commissioners will not approve them unless a process is in place with H.R.

Motion by Comm. Gary Gray to review a draft of the combined work of Mr. Carlson and Attorney Mark Blum on the proposed amendments to the Civil Service Ordinance Section 11-12 of the Municipal Code concerning procedures for suspension, demotion and dismissal.

Second by Comm. Kelly Parbs
Approved unanimously

NEXT MEETING DATE: April 7, 2005 8:15 am

ADJOURN

Motion by Comm. Gary Gray
Second by Comm. Kelly Parbs
Approved unanimously -

Meeting adjourned 9:12 am

Submitted by Helen Uhan
Secretary, Civil Service Commission