

## Asheville Civil Service Board Minutes

### **Meeting attended by:**

#### *Board members:*

Chairman Alan Coxie  
Lynn Moffa  
Marv Rosen

#### *City of Asheville Administration:*

Kelley Dickens, HR Director  
Paul Fetherston, Assistant City Manager  
David Hill, Interim HR Manager  
Meredith Troughton, Board Clerk

**Date:** May 7<sup>th</sup>, 2015

**Time:** 2:45pm

**Location:** Human Resources Training Room

### **I. Welcome**

### **II. Approval of Minutes**

- Motion was made by Board Member Moffa to approve the March 2015 meeting minutes. Second by Board Member Rosen. Motion passes unanimously.

### **III. Update on RFP for Civil Service Board Legal Representation**

- Released RFP April 29, 2015
- Written Questions from Respondents Received by May 7, 2015
- Answers to Written Questions Disseminated on May 8, 2015, 5:00 p.m. (EST)
- Deadline for Proposals May 22, 2015, 5:00pm (EST)
- Finalists Notified May 28, 2015
- Finalists Interviews at Board Hearing June 4, 2015
- Complete Review/Decision Announced June 17, 2015
- Contract negotiations Begin June 17, 2015
- Contract Award June 30, 2015
- At the time of the meeting the Board Secretary had not received and written questions or any Proposals.
- Kelley Dickens read the list of places that the City posted the RFP.
- The Board would like for the City to place an advertisement in all attorney boxes in the County Courthouse.

### **IV. Civil Service Board Chair Opening**

- The Chairman received an email from Maggie Burleson the City Clerk stating that the current Chair position for the Civil Service Board ends on June 25, 2015.
- All interested parties need to submit their application to Mrs. Burleson by 5:00PM Monday June 8<sup>th</sup> 2015.

**V. City Appointments to the Civil Service Board**

- The deadline for all applications was May 6<sup>th</sup> 2015 at 5:00PM. At this time the City Clerk Maggie Burlison has received all applications to be brought before City Council.
- City Council anticipates having the new members confirmed by May 26<sup>th</sup> 2015.
- Current Board members will continue to serve until their successor is named.

**VI. Pending Grievance Hearing**

- There is a grievance that has been brought before the Civil Service Board. At this time there is no date in May that all parties including Independent Counsel are available.
- The grievant has waved his 15 day scheduling period and sent confirmation to the Board Sectary. At this time the Board Sectary is not aware of any legal representation obtained by the grievant.
- Kelley Dickens offered to check with the City Attorney's office to see if they were able to lend assistance in finding interim Independent Legal Counsel for the grievance hearing. Due to the fact that current counsel Pasty Bryson is retiring.
- The Chairman suggested that the City reach out to Bill Slawter. Mr. Slawter is a retired attorney who has previously served as counsel to the Civil Service Board.
- Kelley Dickens will check with the City Attorney's office as they have to approve all Independent Legal Counsel.

**VII. New Business**

- Kelley Dickens wanted to make the Board aware that the June 4<sup>th</sup> Board Meeting would more than likely consist of a new Board Member orientation.
- There was discussion of the orientation on June 4<sup>th</sup> as well as having interviews for independent legal counsel at that meeting.

**VIII. Adjourn**

- Motion was made by Board Member Rosen to adjourn the meeting, second by Board Member Moffa. Motion passes unanimously.