



MIAMIBEACH

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PERSONNEL BOARD

MINUTES OF THE MEETING OF FEBRUARY 8, 2013

Attending:	David Alschuler	Chairperson
	Michael Perlmutter	Vice Chairperson
	Gabriel Paez	Associate Member
	Rosalie Pincus	Associate Member
	Christopher Diaz	Employee Member
	Evette Phillips	Employee Member
	Carla M. Gomez	City Liaison

Absent:	George Castell	Employee Member
	Moj Khaghan Danial	Associate Member

David Alschuler, Chairperson, convened the Personnel Board meeting at 9:10 A.M.

ITEM 1 – Approval of Minutes.

Upon motion by Associate Member Paez, and seconded by Vice Chairperson Perlmutter, the minutes of the January 18, 2013 Personnel Board meeting were approved.

ITEM 2 – Status of City Commission Appointments to the Personnel Board.

Carla Gomez, Human Resources Assistant Director, informed the Board that Associate Members Moj Khaghan Danial and Gabriel Paez had been reappointed to the Board at the Special City Commission Meeting held on February 4, 2013. Assistant Director Gomez advised the Board, however, that the current vacant seat and those two seats being vacated by Chairperson Alschuler and Vice Chairperson Perlmutter had not yet been filled. Assistant Director Gomez explained to the Board that the City Commission appointed the Legal Oversight Committee to review and determine the duties, responsibilities and roles of the Personnel Board. Associate Member Pincus inquired as to whether or not any of the current Personnel Board members would be a part of this Legal Oversight Committee, to which Assistant Director Gomez explained that the Legal Oversight Committee is an established Committee however, the meeting is a public meeting and anyone can attend. The date for the Oversight Committee Meeting has not yet been determined; Assistant Director Gomez will send the information to the Board members once it is scheduled. Assistant Director Gomez further advised the Board that the intent of the City Commission is to appoint the three (3) vacancies at the March City Commission meeting.

Employee Member Phillips stated that she wasn't sure why after so many years of the Personnel Rules being in existence they are being reviewed by a Committee to determine the roles and duties of the Personnel Board. Associate Member Paez clarified that the

Commission meeting Mayor Bower had voiced that she was uncomfortable with some of the decisions made by the Personnel Board. As a result of that discussion, the City Commission called for the Legal Oversight Committee to review the duties, responsibilities and roles of the Personnel Board and report back to the City Commission.

ITEM 3 – Selection of a Chairperson and Vice Chairperson to the Personnel Board.

Chairperson Alschuler reminded the Board that at the January 18, 2013 meeting, the Board agreed to select a Chairperson and Vice Chairperson during this meeting. Chairperson Alschuler briefly explained to the Board that whoever is selected as Chairperson should keep in mind that this position does require some work and time commitments.

Vice Chairperson Perlmutter nominated Associate Member Moj Khaghan Danial for the position of Chairperson. Vice Chairperson Perlmutter spoke regarding Associate Member Khaghan Danial's commitment and hard work to the Personnel Board and specifically to the Subcommittee currently reviewing the City's Personnel Rules.

Associate Member Pincus nominated Associate Member Gabriel Paez for the position of Chairperson. Associate Member Pincus expressed to the Board that she felt as a past Chairperson of the Personnel Board that Associate Member Paez would be right for the job. Moreover, Associate Member Pincus emphasized to the Board that Associate Member Paez' main focus is Human Resources and that this is especially important to the Personnel Board now that they are being looked at through a "microscope" by an oversight committee.

Chairperson Alschuler suggested that the members vote on the Chairperson and that since they also have to fill a Vice Chairperson position the nominee with the most votes be selected to serve as Chairperson and the nominee with the least votes receives the Vice Chairperson position. The Board agreed to vote and use this suggestion for appointment.

Gabriel Paez for Chairperson.	
All members present voting as follows by raising of hands:	
Chairperson Alschuler	Yes
Vice Chairperson Perlmutter	No
Associate Member Paez	Yes
Associate Member Pincus	Yes
Employee Member Diaz	Yes
Employee Member Phillips	Yes
*Employee Members equal one vote per City Charter.	
Vote Passes 4 to 1 – Gabriel Paez is selected as Chairperson.	

Moj Khaghan Danial for Chairperson

All members present voting as follows by raising of hands:

Chairperson Alschuler	No
Vice Chairperson Perlmutter	Yes
Associate Member Paez	No
Associate Member Pincus	No
Employee Member Diaz	No
Employee Member Phillips	No

***Employee Members equal one vote per City Charter.**

Vote Fails **1 to 4 - Moj Khaghan Danial is selected to assume the position of Vice Chairperson, having been the nominee to receive the least amount of votes of the two (2) nominees for the Chairperson position.**

Chairperson Alschuler commented after the vote that Associate Member Khaghan Danial has spent countless hours working on revisions of the City's Personnel Rules and has shown a great deal of commitment to this Board.

The 2013 Personnel Board Chairperson is Gabriel Paez and the Vice Chairperson is Moj Khaghan Danial.

ITEM 4 - Discussion regarding the Special City Awards.

Assistant Director Gomez informed the Board that the nomination form submission deadline had been extended due to the slow turn out of nominations. She informed the Board that the new deadline was February 18, 2013, but she would double check.

Chairperson Alschuler explained to the Board that in the past, a Subcommittee was typically created to narrow-down the nominations per category to be voted upon at the March Personnel Board meeting.

Associate Member Paez motioned to create a Subcommittee. Associate Members Paez and Pincus, in conjunction with Employee Member Diaz volunteered to serve on this Subcommittee that is to meet after the February 18, 2013 deadline and prior to the Personnel Board meeting scheduled for March 8, 2013.

ITEM 5 - Update from the Personnel Rules Revision Subcommittee.

Assistant Director Gomez advised the Board that there is a Subcommittee meeting scheduled today at 10:00 A.M. She also informed the Board that Human Resources staff would be attending today's meeting to provide input regarding the revisions.

Employee Member Phillips expressed some concerns regarding the Personnel Rules and City Work Rules and Policies and Procedures, sometimes being in conflict with one another or having language that is outdated. Assistant Director Gomez responded to this by stating that this line-by-line revision of the Personnel Rules provides a great opportunity to address some of

these conflicts. Chairperson Alschuler further explained to Employee Member Phillips that the Personnel Rules are filled with archaic language, but once the proposed set of rules is finalized, there is a process where the employees, unions and the City Manager can provide input on the revisions to be adopted.

ITEM 6 - Classified Performance Evaluations - Request from the Personnel Board for Department Directors With More Than Ten Percent (10%) or With Ten (10) or More Past Due Performance Evaluations for Classified Employees to Appear Before the Board.

Assistant Director Gomez drew the Board's attention to the significant improvement made by the Fire, Parks & Recreation and Public Works Departments. She advised the Board that the Code Compliance Division is working diligently on bettering their numbers. Assistant Director Gomez reassured the Board that the Human Resources Department would continue to work with all City Departments in an effort to reduce the number of past due Performance Evaluations for Classified employees.

In addition, Assistant Director Gomez informed the Board of the Refresher Supervisory Training sessions that the City is providing to Management Team and front-line supervisors. The City's efforts are currently focused on having all Management Team staff attend these trainings in order to hold their front-line supervisors accountable. Assistant Director Gomez also informed the Board that part of this training was a session on the Performance Evaluation Process, and hopes this will create awareness on the proper procedures.

Employee Member Phillips expressed her concerns on the fact that front-line supervisor training should probably take place prior to that of Management Team. Both she and Associate Member Paez mentioned that this was a topic of significant discussion during this week's Human Resources Director position interviews with many of the candidates. Assistant Director Gomez explained that these refresher sessions are intended to provide enhanced training to front-line supervisors in addition to those trainings provided in the past. Employee Member Phillips asked Assistant Director Gomez that in a case where an employee is working out-of-class in a supervisory position, would it be feasible to provide training to these employees. Assistant Director Gomez responded informing Employee Member Phillips that Human Resources provides training on an as-need basis, but to please feel free to contact her directly if she believes training is needed and she will make sure it is addressed.

ITEM 7 - Update Regarding Recruitment for the Positions of City Manager and Human Resources Director.

Assistant Director Gomez informed the Board that the second round of interviews for the Human Resources Director position had just been completed on February 6, 2013 and no other details as to the next steps were currently available.

Regarding the City Manager position Assistant Director Gomez recapped for the Board that six (6) candidates had been brought back at the end of January and during a Special City Commission Meeting a shortlist had been determined containing three (3) candidates to

proceed. The shortlist consists of Monica Cepero, Jimmy Morales and Frank Rollason. Assistant Director Gomez informed the Board that these candidates would now undergo a full background and the City Commission is expected to come back in approximately thirty (30) days, possibly at a Special Commission Meeting.

Associate Member Paez and Employee Member Phillips both having been participants of the interview panels for the Human Resources Director mentioned that six (6) candidates had been interviewed and that of those three (3) truly stuck out having been well versed in Human Resources and/or the Public Sector. Assistant Director Gomez informed the Board that the City Manager will consider the recommendations from the two (2) panels and would make a decision that is ultimately confirmed by the City Commission.

ITEM 8 – Open Forum Discussion.

Associate Member Pincus inquired as to the attendance policy for Board members. Assistant Director Gomez that the Human Resources Department is working with the City Clerk's Office in order to have a better understanding of the policy. Employee Member Diaz asked if this was in regards to his attendance, and stated that his absences have been work related.

Associate Member Paez briefly discussed concerns regarding an article that had been published on the Fire Department. Some of his main concerns were regarding the time frame that a person was required to be in a position before being to the next step or even two steps above and the impacts this would all have on pension. Assistant Director Gomez briefly explained that during the last contract negotiations with the International Association of Fire Fighters (IAFF), Local 1510 a reorganization of the Fire Department ranks had been agreed upon. Subsequent letters and reports are available with details regarding the reorganization and Assistant Director Gomez will provide them to Associate Member Paez. Furthermore, Assistant Director Gomez informed the Board that a response to all of the allegations in the article will be discussed at the March City Commission Meeting.

Chairperson Alschuler closed the meeting by stating that it had been a privilege to serve the City and work with this Board.

With all in favor, the meeting was adjourned at 9:45 A.M.


Carla M. Gomez
Human Resources Assistant Director