



## **PERSONNEL BOARD**

### **MINUTES OF THE MEETING OF DECEMBER 16, 2011**

Attending:	David Alschuler	Chairperson
	Michael Perlmutter	Vice Chairperson
	Moj Khaghan Danial	Associate Member
	Gabriel Paez	Associate Member
	Rosalie Pincus	Associate Member
	George Castell	Employee Member
	Ramiro J. Inguanzo	Secretary
Absent:	Christopher Diaz	Employee Member
	Evette Phillips	Employee Member

David Alschuler, Chairperson, convened the Personnel Board meeting at 9:10 a.m.

#### **ITEM 1- Approval of Minutes**

Upon motion by Gabriel Paez, Associate Member, and seconded by Moj Khaghan Danial, Associate Member, the minutes of the October 21, 2011 Personnel Board meeting were approved.

#### **ITEM 2 - Discussion of Special City Awards & Employee Recognition Ceremony**

Ramiro Inguanzo, Secretary, discussed the proposed memorandum and nomination forms that will be distributed this year. David Alschuler, Chairperson, informed the Board that typically a subcommittee of at least three (3) members is created to review all the nominations received and narrow it down for the Board as whole to vote at their March meeting. A subcommittee was created and they will decide the meeting date at the February 10, 2012 meeting. This subcommittee will be composed of Associate Members Rosalie Pincus and Gabriel Paez, as well as Employee Member George Castell.

#### **ITEM 3 - Classified Performance Evaluations - the request from Personnel Board Members for Department Directors with more than 10% or with 10 or more past due performance evaluations to appear before the Board**

Ramiro Inguanzo, Secretary, informed the Board that we continue to work on these numbers with all City departments. The Fire Department's numbers went down dramatically and the Fire Department was congratulated for their efforts given the special challenges they face in turning-in their performance evaluations on a timely fashion.

#### **ITEM 4 - Discussion on process to amend the Personnel Rules**

Ramiro Inguanzo, Secretary, informed the Board that given the interpretation the Board made at their September 16, 2011 meeting, regarding the term "separation", amendments to the Personnel Rules should be discussed. Rafael E. Granado, Assistant Human Resources Director, explained the process that is required to amend the Personnel Rules as stated in the Miami Beach Related Special Acts. Susan Potter Norton, City's Outside Counsel, briefly