



CITY OF FORT LAUDERDALE

**APPROVED**  
**MEETING MINUTES**  
**CITY OF FORT LAUDERDALE**  
**CIVIL SERVICE BOARD**  
**MONDAY, NOVEMBER 21, 2022 –11:00 A.M.**

**Cumulative Attendance**  
**January-December 2022**

Felicia Armstrong, Chair	P	1	0
Kevin Keimel	P	1	0
Jeffrey Schoen	P	1	0

**Staff**

Mimi Turin, Board Counsel  
Jerome Post, Acting Human Resources Director / Board Secretary  
Kerry Arthurs, Board Clerk  
Carla Blair, Recording Secretary, Prototype, Inc.

**I. Call to Order**

Mr. Post called the meeting to order at 11:06 a.m.

**II. Roll Call**

Roll was called at this time.

**III. Introduction and Welcome of New Board Members**

The Board members introduced themselves.

**IV. Elect Board Chair**

**Motion** made by Mr. Schoen, seconded by Mr. Keimel, to nominate Ms. Armstrong. In a voice vote, the **motion** passed unanimously.

**V. Review and Approval of Meeting Minutes**

- **March 12, 2021**

**Motion** made by Mr. Keimel, seconded by Mr. Schoen, to approve. In a voice vote, the **motion** passed unanimously.

**VI. For the Good of the Order**

- **Review Board Member Duties**

Board Counsel Mimi Turin explained that this Board acts as a quasi-judicial independent review board, which reviews and approves changes to rules that may come before them from City administration; however, she advised that they are most likely to hear appeals of disciplinary actions by employees. These are actions affecting employees covered by civil service rules rather than employees governed by the collective bargaining agreement. Most of these cases are resolved within one day.

Ms. Turin briefly reviewed the process in which cases are presented, noting that the City typically presents its case first. This may include direct testimony, the introduction of exhibits, and cross-examination. The employee then presents their side. The Board will hear arguments from counsel and make a decision on whether to uphold or deny the disciplinary action.

Because these proceedings are subject to the requirements of Florida's Sunshine Law, all discussions of cases must be held at publicly noticed meetings. Members may not have private conversations regarding Board business between themselves, and all discussion must occur on the record. Members who feel they may have a conflict of interest are asked to contact Board Counsel in advance of the meeting.

The Board is asked to weigh the evidence of cases and determine the credibility of witnesses, review documentary evidence, and make a decision. They should not be subject to any outside influence.

It was asked if the Board has the authority to change the level of discipline levied against an employee, or if they may only uphold or deny that discipline. Ms. Turin replied that according to Ordinance Rule 11, Section 9, if the Board does not find in favor of the employee, the discipline will stand. An employee may choose to further appeal the decision to Circuit Court if they wish.

- **Establish Regular Meeting Dates**

Ms. Turin advised that she has recommended to Staff that the Board have regular hearing dates. If there is no business to be heard, a meeting may be cancelled.

The Board members discussed potential regular meeting dates, determining that they would be held on the third Friday of each month, beginning in January 2023. Ms. Turin noted that under Code, disciplinary hearings should be concluded within one day. Mr. Post added that neither of the two upcoming cases are expected to last a full day. It was decided that the meeting time would be 10 a.m., with the option to change this time with public notice if necessary.

**Motion** made by Chair Armstrong, seconded by Mr. Schoen, to have the meetings on the third Friday of the month at 10 a.m. In a voice vote, the **motion** passed unanimously.

- **Discuss Upcoming Hearings**

Mr. Post stated that there are two pending cases, one of which is related to employee benefit interpretation. An employee was not awarded extra pay, as a salaried employee, for working on a holiday. The City is seeking a potential resolution due to the age of the complaint. A new City Manager and Assistant City Managers have been hired since the complaint occurred, and the position of Human Resources Director is currently vacant. The City is taking another look at the case due to these changes in administration.

The second case involves a one-day suspension to a non-union employee. This suspension is also being reviewed in light of the evidence that no additional disciplinary issues involving the employee have occurred in the two years since this occurred. If the City cannot resolve either of these cases, they will come before the Board at their January 2023 meeting. Mr. Post was not aware of whether the employees in these cases are represented by counsel.

## **VII. Adjournment**

There being no further business to come before the Board at this time, the meeting was adjourned at 11:26 a.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, Prototype, Inc.]