

**State of Michigan
CIVIL SERVICE COMMISSION
Public Meeting
March 11, 2009**

Present: Sherry L. McMillan, Chair
Andrew P. Abood, Commissioner
Kelly G. Keenan, Commissioner
Thomas M. Wardrop, Commissioner
Jeremy S. Stephens, State Personnel Director

1. CALL TO ORDER

The meeting of the Civil Service Commission was opened by Interim Chair, Sherry McMillan, at 10:12 a.m. in Conference Room A, Lower Level, Capitol Commons Center, 400 S. Pine Street, Lansing, Michigan.

Interim Chair McMillan introduced and welcomed Jeremy S. Stephens, the new State Personnel Director, who was appointed in January 2009. Also acknowledged for her leadership was Chief Deputy Director, Janet McClelland, who served as the Acting State Personnel Director during the interim period.

a. Election of Chair and Vice Chair

Commissioner Kelly Keenan moved to elect Interim Chair McMillan as Chair of the Civil Service Commission. The motion was seconded by Commissioner Thomas M. Wardrop and the motion passed.

Commissioner Andrew Abood moved to elect Commissioner Kelly Keenan as Vice Chair of the Civil Service Commission. The motion was seconded by Commissioner Thomas M. Wardrop and the motion passed.

b. Approval of Minutes

Chair Sherry McMillan requested a motion to approve the minutes of the December 10, 2008 meeting. On motion duly made and supported, the Commission approved the minutes of the December 10, 2008, meeting.

c. Retirement Resolutions

On motion duly made and supported, the Commission adopted the following retirement Resolutions:

Karen Hagan
Deanna Hopkins
Lynda Knight

d. Employer Support of the Guard and Reserve

Members from the Employer Support of the Guard and Reserve met briefly with the Commissioners thanking the Commission for their support. In a private ceremony, the Commissioners signed the Statement of Support for the Guard and Reserve recognizing the National Guard and Reserve who are essential to the strength of our nation and the well-being of our communities.

2. AMENDMENTS TO AGENDA

There were no amendments to the agenda.

3. INFORMATIONAL REPORTS

- a. **Director's Report:** The Commission received the following report from State Personnel Director, Jeremy S. Stephens.

Unclassified Position Report

Since the last report, the following approvals were processed:

Department of Attorney General

A request dated January 9, 2009, for a Constituent Relations Analyst. Concurrently, the vacated Special Assistant to the Attorney General position was abolished. The request was approved effective January 11, 2009.

Department of Human Services

A request dated December 2, 2008, for a Director of Special Projects. Concurrently, the position of Federal Liaison was abolished. The request was approved effective November 30, 2008.

Regulations

Civil Service Commission Rules require that the State Personnel Director report to the Commission on the promulgation of regulations, which are issued to further implement Commission rules.

2.03, Leaves of Absence (Effective January 16, 2009)

Changes were made to reflect amendments to the Family Medical Leave Act (FMLA) and the Department of Labor's FMLA regulations since the last revision of this regulation in 2008. The principal change was to add new provisions clarifying the availability of FMLA military caregiver leave and qualifying exigency leave. The regulation was also amended to clarify that any time during which an employee uses any paid leave during a FMLA leave counts toward the employee's FMLA entitlement.

4. UNFINISHED BUSINESS

There was no unfinished business.

5. NEW BUSINESS

a. Civil Service Commission Budget FY 2010

Ms. Carol Vargovich, Director, Budget & Financial Services Division, addressed the Commission regarding the budget proposal for Fiscal Year 2010. Ms. Vargovich stated the budget that was presented is a continuation of the current year enacted budget with the exception of the reductions in human resources staff due to the upcoming facility closures impacting the Department of Corrections and Department of Community Health. Ms. Vargovich requested Commission approval of Resolution 09-01.

On motion duly made and supported, the Commission approved Resolution 09-01.

b. Amendment to Rule 3-8, Veteran's Preference

General Counsel D. Daniel McLellan addressed the Commission regarding the proposed amendments to Rule 3-8, Veteran's Preference. General Counsel McLellan stated that a number of requests have been received by the Commission to make the veterans' hiring preference available to persons who have retired from the uniformed services. In response, amendments to Rule 3-8 would include retired veterans for veterans' preference.

On a motion duly made and supported, the Commission approved Resolution 09-02.

c. Letter of Understanding (LOU) between OSE and the MCO

General Counsel McLellan addressed the Commission regarding the Letter of Understanding between OSE and the MCO on transfers to Forensic Security Aide positions with pay protection for the security unit.

On a motion duly made and supported, the LOU between OSE and MCO was approved.

d. Letter of Understanding (LOU) between OSE and the MSEA

General Counsel McLellan addressed the Commission regarding the Letter of Understanding between OSE and the MSEA regarding the operation of seniority in the labor and trades and safety and regulatory units.

On a motion duly made and supported, the LOU between OSE and MSEA was approved.

6. PUBLIC COMMENT

7. COMMISSION APPEALS

In a closed session conference call on February 18, 2009, the Commission considered 8 recommended decisions of the Employment Relations Board. In a closed session meeting on March 11, 2009, the Commission considered 3 ERB recommendations. Copies of the review sheets indicating the Commission's actions on these decisions are on file with the Civil Service Commission.

ADJOURNMENT

There being no further items for Commission approval or public comments to be heard, Chair McMillan adjourned the meeting at 10:27 a.m.

NOTE

Copies of any written statements, reports, or staff proposals which were presented to the Commission may be obtained by contacting the Civil Service Commission, Executive Office, Capitol Commons Center, 400 S. Pine Street, P.O. Box 30002, Lansing, Michigan, 48909, or by telephone at 517-373-3020.

I, Jeremy Stephens, State Personnel Director, hereby certify that the foregoing are the Minutes of the Civil Service Commission meeting of March 11, 2009.

State Personnel Director