MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

PERSONNEL BOARD
DISCUSSION OF August 17, 2007

Attending:

Elsa Urquiza	Chairperson
David Alschuler	Vice Chairperson
Zalman Bacheikov	Associate Member
Michael Perlmutter	Associate Member
Alex DeGasperi	Associate Member
Paco Basantes	Employee Member
Jimmie Newton	Employee Member
Ramiro Inguanzo	Secretary
Steve Rothstein	City Attorney's Office

Absent:

Renato Sejas	Employee Member
Bunny Patchen	Associate Member

ITEM 1-APPROVAL OF MINUTES

Elsa Urquiza, Chairperson convened the Personnel Board meeting at 9:10am.

Upon motion of Michael Perlmutter, Associate Member and seconded by David Alschuler, Vice-Chairperson and with all in favor the minutes of the July 20, 2007 Personnel Board meeting were approved.

Newly elected employee member, Paco Basantes representing Group 2, was introduced.

ITEM 2- 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 went through the list of Departments with 10% or more of their employees that have outstanding performance evaluations and provided an update of the progress these Departments have made since the July 2007 meeting. In addition, Vivian Guzman, Neighborhood Services Director advised the Board that she was working with the Code Compliance Division to complete all past due evaluations within the division.

Ramiro Inguanzo stated that the Human Resources Department would continue to work with all Department Directors to ensure that all performance evaluations are processed in a timely manner.

ITEM 3-REQUEST FOR DISCUSSION OF PERSONNEL RULE VIII-PROBATIONARY PERIOD, SECTION 2 AND TERMINATION PROCESS BY JIMMIE NEWTON

Jimmie Newton, Employee Member inquired about the City's probationary period and termination process. Elsa Urquiza, Chairperson advised Newton that probationary employees are placed on trial within a reasonable amount of time. If the employee is not performing (can not do the job, absenteeism, untimely, doesn't understand the job) within that time, they may be dismissed.

ITEM 4-PRESENTATION OF THE FINANCE AND CITYWIDE COMMITTEE RECOMMENDATIONS TO THE CITY'S PROPOSED BUDGET.

Ramiro Inguanzo provided an update on the City's FY 2007-2008 Budget particularly the specific vacant and filled positions that were impacted. He also described the City's efforts in finding positions throughout the City for any employee that has been impacted by the budget reform.

ITEM 5-REVIEW OF REVISED EMPLOYEE GUIDE, PERFORMANCE APPRAISAL SECTION
The Employee Guide was reviewed. The Board requested to bring this item back to the September meeting so they may review the changes made to the Employee Guide.

Upon motion of Alex DeGasperi, Associate Member and seconded by Zalman Bacheikov, Associate Member and with all in favor, the meeting was adjourned at 10:53 AM.

Ramiro Inguanzo

Ramiro Inguanzo, Secretary