

**CNMI CIVIL SERVICE COMMISSION  
REGULAR MEETING  
January 17-19, 2018  
Civil Service Commission Conference Room  
Gualo Rai, Saipan, MP**

**POSTED**  
DATE: 3/17/18 R

**I. PRELIMINARIES**

a. Call Meeting to Order

On January 17, 2018, Chairman Herman DLGuerrero called the meeting to order at 9:10 a.m.

On January 18, 2018, Chairman Herman DLGuerrero called the meeting to order at 9:00 a.m.

On January 19, 2018, Chairman Herman DLGuerrero called the meeting to order at 9:20 a.m.

b. Roll Call

**Members present:**

- ✓ Herman R. DLGuerrero, Chairman
- ✓ Felicitas P. Abraham, Vice Chair
- Catalina L. Tebit, Secretary
- Charles M. Calvo, Member
- Arsene M. Borja, Fiscal and Budget Officer

**Members absent:**

Valerie Q. Apatang, Member

Five (5) members present, there is a quorum.

**Others present:**

Teresa Borja, Executive Assistant  
Frank L. Gibson, HR Consultant  
Daniel Guidotti, Hearing Officer  
Joe Pangelinan, EDS Chief

c. Review and Adoption of Agenda

<b>Moved by:</b>	<b>Commissioner Calvo</b>	<b>Seconded by:</b>	<b>Commissioner Borja</b>
<b>Discussion:</b> Commission reviewed agenda and added items to be discussed under executive session congresswoman Janet Mararita letter, Budget Supplemental, reappointment of civil service members, and updates on Commissioner Apatang's decision.			
<b>ACTION NO. 2018.08.001:</b> <i>Motion to adopt the meeting agenda was approved by four (4) votes. Vice Chair's vote</i>			

<i>was not recorded.</i>			
<b>Moved by:</b>	<b>Vice Chair Abraham</b>	<b>Seconded by:</b>	<b>Commissioner Calvo</b>
<b>Discussion:</b> On January 18 <sup>th</sup> , the Commission added item under new business (c) Membership Status on CSC (Rota) Representative.			
<b>ACTION NO. 2018.08.001:</b>			
<i>Motion to amend the meeting agenda was approved by five (5) votes.</i>			

## d. Review and Adoption of Minutes

<b>Moved by:</b>	<b>Commissioner Calvo</b>	<b>Seconded by:</b>	<b>Commissioner Borja</b>
<b>Discussion:</b> Commission reviewed minutes for CSC regular meeting for December 18-20, 2017 and CSC special meeting for December 27-28, 2017.			
<b>ACTION NO. 2018.08.002:</b>			
<i>Motion to adopt the meeting minutes was approved by five (5) votes.</i>			

## II. PUBLIC COMMENT – None.

## III. REPORTS

- a. Chairman – The Chairman reported that he and the Executive Assistant had a meeting with David Demapan, Legislature Budget Officer, to discuss matters on the reclassification. Chairman also mentioned that he received a letter from Congresswoman Janet Maratita regarding the within grade increase expressing her disappointment with the Director of Personnel.
- b. Director – None.
- c. Executive Assistant – The Executive Assistant (EA) provided updates on the contract with Mechille’s corporation for office furniture. Contract is approved. Contract extension on HR consultant is routing and is currently with Department of Finance. The Commission recommended to consider upgrading the Chamber room to have a PA system installed for better audio projection. EA talked to the Commission’s Hearing Officer, Daniel Guidotti, on the pending cases – the first case was heard, the second case is pending status conference, and the third case is pending review from the Hearing Officer. The Hearing Officer will be providing updates to the Commission on the case that was heard.
- d. Committee – None.

## IV. COMMUNICATIONS

- a. Vice Speaker of the House regarding Within Grade Increase – This item was discussed in executive session.

## V. OLD BUSINESS

- a. Dress Code Policy

<b>Moved by:</b>	<b>Vice Chair Abraham</b>	<b>Seconded by:</b>	<b>Commissioner Calvo</b>
<b>Discussion:</b> The Commission reviewed and made some changes on the dress code policy that the HR consultant had prepared.			
<b>ACTION NO. 2018.08.003:</b>			

<i>Motion to adopt the dress code policy was approved by five (5) votes.</i>
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## b. New CSC Logo

<b>Moved by:</b>	<b>Commissioner Calvo</b>	<b>Seconded by:</b>	<b>Vice Chair Abraham</b>
<b>Discussion:</b> The Executive Assistant requested to suspend this item. It is still pending revision.			
<b>ACTION NO. 2018.08.004:</b>			
<i>Motion to suspend the new CSC logo was approved by five (5) votes.</i>			

## VI. NEW BUSINESS

## a. Case Status

## i. Case No. CSC-01-04-014 J.DLG v. DOF

<b>Moved by:</b>	<b>Commissioner Calvo</b>	<b>Seconded by:</b>	<b>Vice Chair Abraham</b>
<b>Discussion:</b> Hearing Officer, Daniel Guidotti reported on the case on J. DLG v. DOF (case no. CSC-01-04-014). The case was filed in 2014. A status conference was held to hear the case again. During the status conference, Mr. Guidotti asked the Government attorney representing DOF and J.DLG's attorney to provide briefing. After Mr. Guidotti reviewed the briefing, Mr. Guidotti concluded that J.DLG's attorney brought up three (3) issues and two (2) of the issue were not relevant. J.DLG filed for a grievance and therefore went through the grievance process, not the appeal process. The Commission had dismissed this case previously. Mr. Guidotti recommended that the Commission affirm the previous order to dismiss the case again.			
<b>ACTION NO. 2018.08.005:</b>			
<i>Motion to dispose and to dismiss case was approved by five (5) votes.</i>			

## b. Establishment of Five (5) New Positions for DCCA/NAP

<b>Moved by:</b>	<b>Vice Chair Abraham</b>	<b>Seconded by:</b>	<b>Commissioner Borja</b>
<b>Discussion:</b> The Commission reviewed the request for five (5) new positions – Benefits Issuance & Claim Accountability Supervisor, Eligibility Worker III, Emergency Shelter Caretaker, Fraud Investigator, and Program Reviewer III for DCCA/NAP. The Commission made recommendations and had advise the Executive Assistant to return the request to Classification section and DOP. The Office of Personnel Management should work with the Department Head on the recommendations made by the Commission. A Civil Service Commission Special meeting can be called to discuss this item further with the Department Head on a later date.			
<b>ACTION NO. 2018.08.005:</b>			
<i>Motion to suspend was approved by five (5) votes.</i>			

## c. Membership Status on CSC (Rota) Representative

<b>Moved by:</b>	<b>Vice Chair Abraham</b>	<b>Seconded by:</b>	<b>Commissioner Borja</b>
<b>Discussion:</b> This item was discussed in Executive Session.			
<b>ACTION NO. 2018.08.006:</b>			
<i>Motion to recommend Rota Representative to step down due to her chronic absences attendance in meeting due to family situation was approved by four (4) votes.</i>			

*Commissioner Calvo's vote was not recorded.*

**VII. EXECUTIVE SESSION**

*Commission went into executive session on January 17<sup>th</sup> from 12 p.m. to 12:20 p.m. to discuss confidential matters.*

**VIII. MISCELLANEOUS/ANNOUNCEMENT – NONE**

**IX. ADJOURNMENT**

On January 17, 2018, Chairman called for recess at 1:10 p.m.

On January 18, 2018, Chairman called for recess at 1:40 p.m.


On January 19, 2018, Chairman called for adjournment at 1:10 p.m.

**PREPARED BY:**

  
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**Teresa Borja**  
**CSC Executive Assistant**

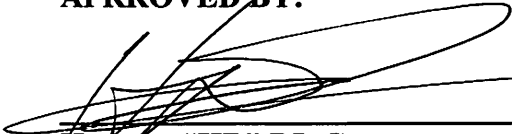
2/16/18  
**Date**

**CERTIFIED BY:**

  
\_\_\_\_\_  
**Catalina L. Tebit**  
**CSC Secretary**

02/15/18  
**Date**

**APPROVED BY:**

  
\_\_\_\_\_  
**Herman "HR" DL Guerrero**  
**CSC Chairman**

2/15/18  
**Date**