

**CNMI CIVIL SERVICE COMMISSION  
SPECIAL MEETING  
March 12, 13 and – 15, 2018  
Civil Service Commission Conference Room  
Gualo Rai, Saipan, MP**

**I. PRELIMINARIES**

a. Call Meeting to Order

On March 12, 2018, Acting Chair, Felicitas Abraham called the meeting to order at 9:40 a.m.

On March 13, 2018, Acting Chair, Felicitas Abraham called the meeting to order at 9:35 a.m.

On March 15, 2018, Acting Chair, Felicitas Abraham called the meeting to order at 9:50 a.m.

Roll Call

**Members present:**

Felicitas P. Abraham, Acting Chair  
Arsene M. Borja, Fiscal and Budget Officer  
Catalina L. Tebit, Secretary  
Charles M. Calvo, Member

**Members absent:**

Valerie Q. Apatang, Member (excused)

Four (4) members present, there is a quorum.

**Others present:**

Teresa Borja, CSC Executive Assistant  
Kadianne Sablan, CSC Executive Secretary  
Isidro K. Seman, Director of Personnel  
Frank Gibson, CSC Consultant

b. Review and Adoption of Agenda

<b>Moved by:</b>	<b>Commissioner Borja</b>	<b>Seconded by:</b>	<b>Commissioner Calvo</b>
<b>Discussion:</b> The Commission added March 13 and 15, 2018 to the agenda.			
<b><i>ACTION NO. 2018.12.001:</i></b>			
<b><i>Motion to adopt meeting agenda as reviewed and amended was approved by four (4) votes.</i></b>			

**II. PUBLIC COMMENT**

None.

**III. REPORTS**

- a. Chairman
  - None
- b. Director of Personnel (DOP)
  - None
- c. Executive Assistant (EA)
  - None
- d. Committee
  - None

**IV. COMMUNICATIONS**

- a. Request for Comments on H.B. 20-153

<b>Moved by:</b>	N/A	<b>Seconded by:</b>	N/A
<b>Discussion:</b> The Commission assigned CSC Consultant to work on the response comments on House Bill 20-153 and also reviewed the DOP's Comments on House Bill 20-153.			

**V. OLD BUSINESS**

None.

**VI. NEW BUSINESS**

- a. FY 2019 Budget Submission

<b>Moved by:</b>	N/A	<b>Seconded by:</b>	N/A
<b>Discussion:</b> The Commission reviewed the proposed FY 2019 Budget Submission request for their meeting with OMB. The Commission met with OMB on March 15 <sup>th</sup> .			

- b. Upcoming Retreat Agenda for April

<b>Moved by:</b>	Commissioner Calvo	<b>Seconded by:</b>	Commissioner Borja
<b>Discussion:</b> The Commission decided to postpone and reschedule the CSC Retreat until a new CSC member is appointment.			
<b><i>ACTION NO. 2018.12.002:</i></b>			
<b><i>Motion to reschedule the CSC retreat has been approved by four (4) votes.</i></b>			

- c. Assessment and Evaluation for FY 2017-2018 strategic plan

<b>Moved by:</b>	N/A	<b>Seconded by:</b>	N/A
<b>Discussion:</b> The commission reviewed the assessment and evaluation for the FY 2017			

and 2018 strategic plan.
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d. Legislative Initiative on the Constitution Amendment for Article XX

<b>Moved by:</b>	<b>Commissioner Calvo</b>	<b>Seconded by:</b>	<b>Commissioner Borja</b>
<b>Discussion:</b> The Commission went into a working session to review and make changes to the draft proposed amendment on Article XX.			
<b>ACTION NO. 2018.12.003:</b> <i>Motion to adopt the proposed amendment to Legislative Initiative on the Constitution Amendment for Article XX was approved by four (4) votes.</i>			

e. Bulletin on Grievance and Appeal Process

<b>Moved by:</b>	<b>Commissioner Calvo</b>	<b>Seconded by:</b>	
<b>Discussion:</b> On March 13 <sup>th</sup> , the Commission reviewed the Proposed bulletin on the grievance and appeal process, made some changes and advised the CSC Consultant to also have Frannie Salas, Chief of EER and Romeo Cuellar, ADFW Coordinator involved and to attach a flow chart to the bulletin.			
<b>ACTION NO. 2018.12.004:</b> <i>Motion to adopt CSC Bulletin 18-02 on Grievance Rights and Procedure for Civil Service Employees was approved by four (4) votes.</i>			

<b>Moved by:</b>	<b>Commissioner Calvo</b>	<b>Seconded by:</b>	<b>Commissioner Borja</b>
<b>Discussion:</b> On March 15 <sup>th</sup> , the Commission decided to withdrawal their earlier motion to make more changes to the bulletin on grievance and appeal process.			
<b>ACTION NO. 2018.12.008:</b> <i>Motion to withdrawal the first motion on the Grievance and Appeal Process was approved by four (4) votes.</i>			

<b>Moved by:</b>	<b>Commissioner Calvo</b>	<b>Seconded by:</b>	<b>Commissioner Borja</b>
<b>Discussion:</b> On March 15 <sup>th</sup> , the Commission made more changes to the Bulletin on Grievance and Appeal Process and to advised the CSC Consultant and EA to attach a flow chart to the bulletin.			
<b>ACTION NO. 2018.12.009:</b> <i>Motion to adopt CSC Bulletin 18-02 on Grievance Rights and Procedure for Civil Service Employees to include a flow chart was approved by four (4) votes.</i>			

VII. EXECUTIVE SESSION

- None

**VIII. MISCELLANEOUS/ANNOUNCEMENT**

- None


**IX. ADJOURNMENT**

On March 13, 2018, the Acting Chair called for recess at 4:30 pm.

On March 14, 2018, the Acting Chair called for recess at 2:00 pm.


On March 15, 2018, the Acting Chair called for adjournment at 4:30 p.m. (after budget hearing with OMB).

**PREPARED BY:**

  
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**Kadianne Sablan**  
CSC Executive Secretary

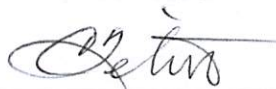
5-16-18  
\_\_\_\_\_  
**Date**

**REVIEWED BY:**

  
\_\_\_\_\_  
**Teresa Borja**  
CSC Executive Assistant

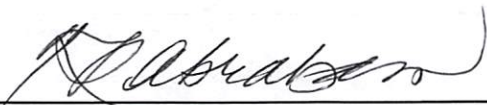
5/16/18  
\_\_\_\_\_  
**Date**

**CERTIFIED BY:**

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

5/03/18  
\_\_\_\_\_  
**Date**

**APPROVED BY:**

  
\_\_\_\_\_  
**Felicitas "Tee" P. Abraham**  
CSC Acting Chair

5-18-18  
\_\_\_\_\_  
**Date**