

**CNMI CIVIL SERVICE COMMISSION
REGULAR MEETING
MAY 16 – 18, 2018
Civil Service Commission Conference Room
Gualo Rai, Saipan, MP**

I. PRELIMINARIES

a. Call Meeting to Order

On May 16, 2018, Chairperson Felicitas Abraham called the meeting to order at 9:38 a.m.

On May 17, 2018, Chairperson Felicitas Abraham called the meeting to order at 9:40 a.m.

On May 18, 2018, Chairperson Felicitas Abraham called the meeting to order at 9:40 a.m.

Roll Call

Members present:

- Felicitas P. Abraham, Chairperson
- Arsene M. Borja, Vice Chair
- Catalina L. Tebit, Secretary
- Charles M. Calvo, Member
- Valerie Q. Apatang, Member (5/16/18 via telephone)

Members absent:

- Valerie Q. Apatang, Member (5/17-18)

Five (5) 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

Moved by:	Vice Chair Borja	Seconded by:	Commissioner Calvo
Discussion: The Commission added CSC Bulletin 18-03 Grievance Rights and Procedures for CSC Employees under Old Business e. and CSC Bulletin 18-04 Prior Learning Assessment Program and Bulletin 18-05 2018 -2019 CSC Officers under New Business c.			
ACTION NO. 2018.13.001: <i>Motion to adopt meeting agenda as reviewed and amended was approved by five (5) votes</i>			

c. Review and Adoption of Minutes

Moved by:	Commissioner Calvo	Seconded by:	Commissioner Borja
Discussion: The Commission reviewed the minutes for the Special Meeting on February 15 and 16, 2018 and the minutes for the Special Meeting on March 12, 13 and 15.			
<i>ACTION NO. 2018.13.002:</i>			
<i>Motion to adopt meeting minutes as reviewed and amended was approved by five (5) votes.</i>			

II. PUBLIC COMMENT

None.

III. REPORTS

a. Chairperson

- None

b. Director of Personnel (DOP)

- DOP reported on the PSRW event that went on, stated that the event went well. DOP also stated that a new employee will be on board soon, Maggie Aguon and will be under the Employment Division Section.

c. Executive Assistant (EA)

- Executive Assistant reported on her attendance during the PSRW event and showed some pictures. EA also reported status on the pending grievances as well as the Fund status. EA also mentioned that the Governor stated himself that he will be giving a supplemental of about \$60,000 to the CSC account sometime in June.

d. Committee

- None

IV. COMMUNICATIONS

a. Saipan Tribune- CSC Chair turns down re-appointment

b. Marianas Variety- HR declines re-appointment to Civil Service Commission; slams governor.

V. OLD BUSINESS

a. CSC Revised Logo

Moved by:	Vice Chair Borja	Seconded by:	Commissioner Calvo
Discussion: The Commission reviewed two logo designs and agreed to choose the revised logo with the gold outline.			
<i>ACTION NO. 2018.13.003:</i>			
<i>Motion to adopt the Civil Service new logo was approved by five (5) votes.</i>			

b. CSC Scheduled Retreat

Moved by:	N/A	Seconded by:	N/A
Discussion: The Commission postpone the retreat until new appointments and re-appointments are made and supplemental funding is received or until the next fiscal year.			

c. Proposed Legislative Initiative to amend Article XX of the CNMI Constitution re. Civil Service Commission

Moved by:	N/A	Seconded by:	N/A
Discussion: The Commission reviewed the cover letter to be attached and sent out with the amendment. This item was adopted in the CSC March meeting.			

d. Amendment to By-Laws

Moved by:	N/A	Seconded by:	N/A
Discussion: The Commission went into a working session to discuss the amendment to the CSC current By-Laws. No action was taken.			

e. CSC Bulletin 18-03 Grievance Rights and Procedure for Civil Service employees

Moved by:	N/A	Seconded by:	N/A
Discussion: The Commission reviewed the bulletin that was prepared and to be sent out to all department and activity heads.			

VI. NEW BUSINESS

a. CSC Composition and Status

Moved by:	N/A	Seconded by:	N/A
Discussion: The Commission went into a working session to discuss the CSC Composition and Status. The Commission assigned the EA to make an appointment with the Governor's office regarding this matter.			

b. Election of CSC Officers

Moved by:	N/A	Seconded by:	N/A
Discussion: The Commission voted for the 2018 CSC officers. Letter to Governor was prepared and sent out.			

c. CSC Bulletin 18-04 Prior Learning Assessment Program and CSC Bulletin 18-05 2018-2019 CSC Officers

Moved by:	Commissioner Calvo	Seconded by:	Vice Chair Borja
Discussion: The Commission reviewed the two draft bulletins that were prepared to be sent out to all department and activity heads.			
<i>ACTION NO. 2018.13.004:</i> <i>Motion to adopt CSC Bulletin 18-04 and CSC 18-05 as amended was approved by five (5) votes.</i>			

VII. EXECUTIVE SESSION

- On May 16, the Commission went into executive session at 12:42 pm to 1:47 pm.
- On May 18, the Commission went into executive session at 10:58 am to 11:30 am.

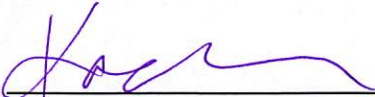
VIII. MISCELLANEOUS/ANNOUNCEMENT

- Special Meeting for Classification only on June 7 & 8, 2018.

IX. ADJOURNMENT

- On May 16, 2018, the Chairperson called for recess at 1:47 pm.
- On May 17, 2018, the Chairperson called for recess at 3:53 pm.
- On May 18, 2018, the Chairperson called for adjournment at 1:30 pm.

PREPARED BY:

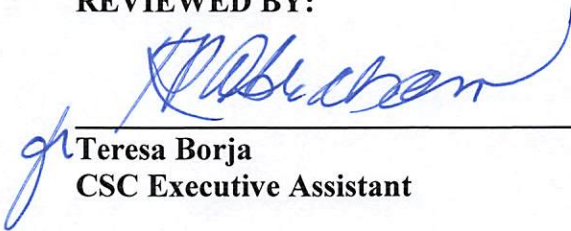


Kadianne Sablan
CSC Executive Secretary

6.15.18

Date

REVIEWED BY:

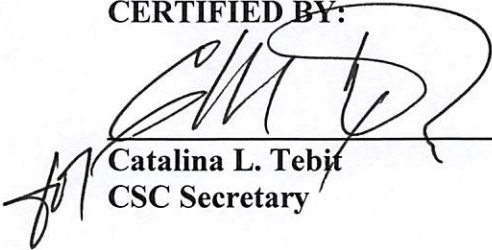


Teresa Borja
CSC Executive Assistant

6-15-18

Date

CERTIFIED BY:



Catalina L. Tebit
CSC Secretary

6/15/18

Date

APPROVED BY:



Felicitas "Tee" P. Abraham
CSC Chairperson

6-15-18

Date