

**CNMI CIVIL SERVICE COMMISSION
SPECIAL MEETING
JUNE 14 – 15, 2018
Civil Service Commission Conference Room
Gualo Rai, Saipan, MP**

I. PRELIMINARIES

a. Call Meeting to Order

On June 14, 2018, Chairperson Felicitas Abraham called the meeting to order at 9:38 a.m.

On June 15, 2018, Chairperson Felicitas Abraham called the meeting to order at 9:40 a.m.

Roll Call

Members present:

Felicitas P. Abraham, Chair
Arsene M. Borja, Vice Chair
Catalina L. Tebit, Secretary (6/14/18 via phone – appointed Commissioner Calvo as her proxy)
Charles M. Calvo, Member

Members absent:

Valerie Q. Apatang, Member (excused)

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

Others present:

Kadianne Sablan, CSC Executive Secretary
Isidro K. Seman, Director of Personnel
Frank Gibson, CSC Consultant
Walter Macaranas, DCCA NAP
Claudio Norita, DFEMS Commissioner
Juan Pua, DFEMS Fire Chief

b. Review and Adoption of Agenda

Moved by:	Commissioner Calvo	Seconded by:	Vice Chair Borja
Discussion: The Commission added CSC Bulletin 18-06 The Constitutional violation of PL 20-13 in modifying employment experience requirement set by the Civil Service Commission and CSC Bulletin 18-07 Political Coercion Will Not Be Tolerated under New Business b.			
ACTION NO. 2018.14.001:			
<i>Motion to adopt meeting agenda as reviewed and amended was approved by four (4) votes.</i>			

c. Review and Adoption of Minutes

Moved by:	Commissioner Calvo	Seconded by:	Vice Chair Borja
Discussion: The Commission reviewed the minutes for the Regular Meeting on May 16 – 18, 2018.			
ACTION NO. 2018.14.002:			
<i>Motion to adopt meeting minutes as reviewed and amended was approved by five (5) votes.</i>			

II. PUBLIC COMMENT

Walter Macaranas, DCCA NAP

- Mr. Macaranas is present to speak on behalf of the four (4) positions under NAP. He stated that they would like to advance their workers through the merit process at NAP. He appealed to the board if they could reconsider the “any combinations” to be placed on the Minimum Qualification Requirement’s (MQR) for the four (4) positions under NAP; i. Benefit Issuance & Claims Accountability, ii. Eligibility Worker III, iii. Fraud Investigator and iv. Program reviewer III.

Claudio Norita, DFEM Commissioner

- Commissioner Norita is appealing to the board if they could approve the three (3) positions under DFEMS. He is requesting if the Emergency Medical Dispatcher position could be at the same level as the Firefighter I position. Commissioner Norita stated that the department had lost some of its employees to Guam Fire Department. He also stated that its easier now to retain the employees due to the current salary increases. He also stated that there are six (6) current Emergency Dispatcher Trainees on board.

III. REPORTS

a. Chairperson

- Reported that the Executive Assistant is on her way to the SHRM Conference to be held in Chicago, Illinois and that she had also applied for one week of leave.

b. Director of Personnel (DOP)

- DOP reported that there are three (3) new OPM staff; Maggie Aguon who is under EDS, Geora Blas who has been recently converted from WIA to Personnel Assistant under EER and Lanerva Pangelinan, who is also under EER but FTE and funding was given by the Governor.

c. Executive Assistant (EA)

- None

d. Committee

- None

IV. COMMUNICATIONS

NONE.

V. OLD BUSINESS**a. New Classification Specification – DCCA-NAP & DYS**

- i. Benefit Issuance & Claims Accountability
- ii. Eligibility Worker III
- iii. Fraud Investigator
- iv. Program Reviewer III
- v. Emergency Shelter Caretaker

Moved by:	Commissioner Calvo	Seconded by:	Vice Chair Borja
Discussion: The Commission reviewed the Class Specs for DCCA NAP & DYS and made some amendments to the Program Reviewer III and to leave the rest as is.			
<i>ACTION NO. 2018.14.003:</i>			
<i>Motion to adopt the New Classification Specification for DCCA – NAP & DYS as amended was approved by four (4) votes.</i>			

VI. NEW BUSINESS**a. New Classification Specification – DFEMS**

- i. Emergency Medical Dispatcher Trainee
- ii. Emergency Medical Dispatcher
- iii. Investigator (Internal Affairs)

Moved by:	Commissioner Calvo	Seconded by:	Vice Chair Borja
Discussion: The Commission reviewed the Class Specs for DFEMS and made some amendments to the Emergency Medical Dispatcher Trainee and the Emergency Medical Dispatcher and left the Investigator (Internal Affairs) as is.			
<i>ACTION NO. 2018.14.004:</i>			
<i>Motion to adopt the New Classification Specification for DFEMS as amended was approved by four (4) votes.</i>			

VII. EXECUTIVE SESSION - NONE.**VIII. MISCELLANEOUS/ANNOUNCEMENT**

- Civil Service Commission Regular Meeting has been postponed till July 25-27, 2018.

IX. ADJOURNMENT

On June 14, 2018, the Chairperson called for recess at 2:00 pm.

On June 15, 2018, the Chairperson called for adjournment at 1:30 pm.

PREPARED BY:



Kadianne Sablan
CSC Executive Secretary

7/25/18

Date

REVIEWED BY:

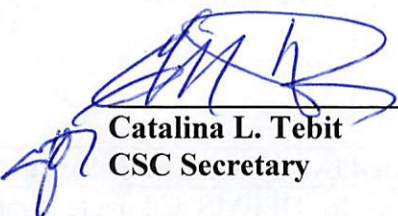


Teresa Borja
CSC Executive Assistant

7/25/18

Date

CERTIFIED BY:




Catalina L. Tebit
CSC Secretary

7/25/18

Date

APPROVED BY:



Felicitas "Tee" P. Abraham
CSC Chairperson

7/25/18

Date