

**CNMI CIVIL SERVICE COMMISSION
REGULAR MEETING
JULY 25 - 27, 2018
Civil Service Commission Conference Room
Gualo Rai, Saipan, MP**

I. PRELIMINARIES

a. Call Meeting to Order

On July 25, 2018, Chairperson Felicitas Abraham called the meeting to order at 10:00 a.m.

On July 26, 2018, Chairperson Felicitas Abraham called the meeting to order at 9:00 a.m.

On July 27, 2018, Chairperson Felicitas Abraham called the meeting to order at 9:30 a.m.

Roll Call

Members present:

Felicitas P. Abraham, Chairperson
Arsene M. Borja, Vice Chair
Charles M. Calvo, Member
Valerie Q. Apatang, Member

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

Members absent:

Catalina L. Tebit, Member (excused)

Others present:

Kadianne Sablan, CSC Executive Secretary
Isidro K. Seman, Director of Personnel (attended on July 26th & July 27th)
Frank Gibson, CSC Consultant

b. Review and Adoption of Agenda

Moved by:	Commissioner Calvo	Seconded by:	Commissioner Apatang
<p>Discussion: The Commission added several amendments to the agenda to include the following: IV. Communications Joseph M. Pangelinan apology letter; V. Old Business (c) WGI affected by austerity, (d) HB 20-158 Maternity Leave; VI. New Business (e) Executive Order re: Military Leave, (f) Military Leave for Civil Service employees (g) By-Laws amendments; VII. Executive Session – Internal Control</p>			
<p>ACTION NO. 2018.15.001: <i>Motion to adopt meeting agenda as reviewed and amended was approved by four (4) votes.</i></p>			

c. Review and Adoption of Minutes

Moved by:	Commissioner Calvo	Seconded by:	Vice Chair Borja
Discussion: The Commission reviewed June 14, 2018 – June 15, 2018 Special Meeting minutes. Commission made changes to have Commissioner Valerie Apatang as excused absent and Commissioner Catalina Tebit present for June 15, 2018 meeting.			
ACTION NO. 2018.15.002:			
<i>Motion to adopt meeting minutes as reviewed and amended was approved by four (4) votes.</i>			

II. PUBLIC COMMENT - NONE

III. REPORTS

- a. Chairperson – Reported on the update on the new Commissioner’s nominee, to serve Eric Plinske’s remaining term. Nominee is now pending Senate consent.
- b. Director of Personnel (DOP) -- DOP reported on updates on the WGI. The amount, to-date, is about \$5.2 million that is not counting the bonus. The total now is over \$6 million for active employees only. This report was also sent to the Vice Speaker. DOP asked for the Senator to fund employees to work overtime to speed up work for WGI. Joe and DOP are arranging the Labor Day activities. They are still waiting for appointment of an overall chairman for the Labor Day activities. OPM staff assisted someone who has a disability. OPM is working with OVR to further assist the individual. Joe, Sabby, and Marlene will be providing time keeping training in Guam. DOP approached the Rota delegation and she had agreed to pay for the truck. The truck will be shipped to Rota. DOP also reported that there is one (1) new hire for OPM, from the governor’s FTE.
- c. Executive Assistant (EA) – EA thanked the Commission for their support for her to attend the Society of Human Resource Management (SHRM) conference held in Chicago. There were 20,000 plus people attendees. EA attended several sessions and shared her take away from the sessions. EA also provided the Commissioners her detailed trip report.

EA reported on appeals and grievances. EA is working closely with Daniel Guidotti, Hearing Officer. There are four (4) active cases and one (1) possible upcoming appeal case. EA and Hearing Officer has set deadline dates for attorneys to turn in documents for cases. There was pre-motion hearing on July 17th and an upcoming status conference hearing on July 30th and another one on July 31st. Next month, August, there will be another hearing. EA informed the Commission to consider the Hearing Officer to be under a contract, as per Procurement’s recommendation. Since the cases are picking up, payment for Hearing Officer is ongoing. Therefore, a contract will be the better route. Chairperson recommends having the Hearing Officer under sole source because he has been hearing the cases and for continuity.

EA reported on the website. She contacted the webmaster and asked him to include WordPress plugin. Website will include the news and updates, laws that are affecting

personnel, by-laws, agenda, minutes, grievance and appeal, and staff and members.

No updates on supplemental. EA tried to contact Governor via e-mail. EA also tried to schedule a meeting with Ways and Means committee but no avail on set schedule.

Financial report as of July 12, 2018. EA reported on the quarterly expenditure from 1st to 4th quarter. To date, there is \$10,610 of un-used funds. Highest percentage that the funds are being used on is for professional services. The un-used funds will be used for professional services for hearing officer, public auditor, boards and compensation, communications for IT&E monthly DSL and phone line, commute travel for Commissioners from Tinian and Rota to attend remaining meetings, cleaning services, office furniture, gas and fuel, and WordPress plugin for website. Projected at the end of the quarter of un-used funds is \$69.00.

d. Committee – None.

IV. COMMUNICATIONS

- a. July 13, 2018 – Notice of establishment of the state directory of new hires – *For information only, no action made.*
- b. July 18, 2018 – Sen. Hofschneider favors military leave for government employee – *For information only, no action made.*
- c. July 19, 2018 – Over 900 owed WGI increases – *For information only, no action made.*
- d. July 20, 2018 – Senate product for budget expected next week – *For information only, no action made.*
- e. Joseph M. Pangelinan letter regarding apology – *For information only, no action made.*

V. OLD BUSINESS

- a. FY 2019 Proposed Budget – No discussion and no action made.

b. Civil Service Commission Composition

Discussion: The Commission met with SAPLR's office to straighten out confusions on the Civil Service Commission composition staggered term. SAPLR's record now reflects the following: Catalina Tebit's term expires on January 9, 2021, Vacant position representing women expires on January 9, 2022, Valerie Apatang's term expires on January 9, 2023, Arsene Borja's term expired on January 9, 2018 – replacement for Mr. Borja term will expire on January 9, 2024, Charles Calvo's term expires on January 9, 2019, Raymond Muna's term--replacing Eric Plinske--expires on January 9, 2020, and Felicitas Abraham's term, is concurrent with Governor's term, expires on January 9, 2019.

- c. WGI affected by austerity

Moved by:	Commissioner Calvo	Seconded by:	Commissioner Apatang
Discussion: The Commission reviewed the HB 20-120 and reviewed the draft letter to			

recommend change to the bill. The Commission is to add the governor's directive and the exact date(s) of when the freeze of the WGI was in effect.

ACTION NO. 2018.15.003:

Motion to adopt the propose draft to improve the HB 20-120 in relation to WGI as amended was approved by four (4) votes.

d. HB 20-158 Maternity Leave

Discussion: Executive Assistant called Rep. Igitol's office to get updates on the bill. She was told that the bill is recalled and the bill is currently under review by the legal counsel.

VI. NEW BUSINESS

a. Civil Service Commission's Uniform

Discussion: The Commission looked and discussed the possible colors for the uniforms. However, it was decided to not take any actions on this item yet.

b. House Bill 50-157 NMI Pension Fund

Discussion: The Commission decided to make a joint presentation, with DOP, on this house bill public hearing on Tuesday, July 31st. A meeting was set for Monday, July 30th at 9:00 a.m. with Chairperson, DOP, EA, and HR consultant to further discuss the joint comment.

c. New Member Nomination Status

Discussion: EA updated the Commission on the status of new member nomination by Governor. The new member has yet to be confirmed by the Senate.

d. FY 2018 Annual Report

Discussion: EA will work with DOP and HR consultant on this report. The Commission wants to see FY 2018 data from OPM on this report as well.

e. Executive Order re: Military Leave

Discussion: The Commission tasked the HR consultant to follow-up with Governor's office, Legal Counsel. This item will be discussed again in the next meeting for updates on Governor's office Legal Counsel.

f. Military leave for Civil Service employees

Discussion: No discuss and no action taken.

g. By-Law Amendments

Moved by:	Commissioner Calvo	Seconded by:	Commissioner Apatang
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Discussion: The Commission reviewed the current by-laws and made some amendments to include compensation in regard to members attending the meetings via telecommunication and other technology.

ACTION NO. 2018.15.004:

Motion to adopt by-laws amendments on article 8, section 4 regarding compensation with respect to member(s) attending the Commission meeting via telecommunication and other technology was approved by four (4) votes.

VII. EXECUTIVE SESSION - In the executive session, the Commission discussed several internal control matters with the Executive Assistant. The DOP, Commission, and EA evaluations not discussed in the executive session.

VIII. MISCELLANEOUS/ANNOUNCEMENT – NONE.

IX. ADJOURNMENT

On July 25, 2018, the Chairperson called for recess at 2:02 pm.

On July 26, 2018, the Chairperson called for recess at 4:00 pm.

On July 27, 2018, the Chairperson called for adjournment at 3:00 p.m.

PREPARED BY:

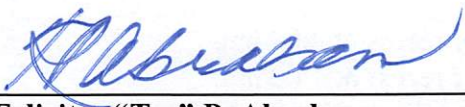


Teresa Borja
CSC Executive Assistant

8/23/18

Date

APPROVED BY:



Felicitas "Tee" P. Abraham
CSC Chairperson

8/23/18

Date