

**CNMI CIVIL SERVICE COMMISSION
REGULAR MEETING
NOVEMBER 28 – 30, 2018
NMC Rota Conference Room
Rota, MP**

I. PRELIMINARIES

a. Call Meeting to Order

On November 28, 2018, Chairperson Felicitas Abraham called the meeting to order at 1:16 p.m.

On November 29, 2018, Chairperson Felicitas Abraham called the meeting to order at 9:17 a.m.

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

Roll Call

Members present:

Felicitas P. Abraham, Chairperson
Catalina L. Tebit, Secretary
Charles M. Calvo, Member
Raymond M. Muna, Member
Valerie Q. Apatang, Member (11/28/18)

Members absent:

Valerie Q. Apatang, Member (11/29-30/18) - excused
Bernadita C. Palacios, Member - excused

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

Others present:

Teresa Borja, CSC Executive Assistant
Kadianne Sablan, CSC Executive Secretary
Frank Gibson, CSC HR Consultant

b. Review and Adoption of Agenda

Moved by:	Commissioner Muna	Seconded by:	Commissioner Tebit
Discussion: The Commission reviewed the agenda.			
<i>ACTION NO. 2019.02.001:</i>			
<i>Motion to adopt meeting agenda was approved by five (5) votes.</i>			

c. Review and Adoption of Minutes

None

II. PUBLIC COMMENT

None.

III. REPORTS

a. Chairperson

- Chair welcomed once again, Commissioner Raymond Muna who is taking over the remaining term for former member, Eric Plinske and also Commissioner Bernadita Palacios, who was not present during the meeting. Chair stated that an orientation will be done for both members.

b. Director of Personnel (DOP)

- None (Absent)

c. Executive Assistant (EA)

- Executive Assistant reported on the funds status for FY 2018 and FY 2019
EA also presented the new CSC website; cnmicsc.net.

d. Committee

- None

IV. COMMUNICATIONS

a. Governor's Directive No. 2018-003 Compensation Authorization for Typhoon Recovery Efforts

Discussion: The Commission reviewed the Governor's directive and mentioned that this was the outcome of the special meeting that was held on November 5, 2018. Consultant was advised to work on the PSSR&R and ESPR to include a section regarding emergency or disaster pay when situations arise.

V. OLD BUSINESS

a. Civil Service Commission Forms

- i. Commission Members Evaluation
- ii. Executive Assistant Evaluation

Moved by:	Commissioner Muna	Seconded by:	Commissioner Tebit
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Discussion: The Commission reviewed the two evaluation forms and made some changes.

ACTION NO. 2019.02.002:

Motion to adopt the Civil Service Members Evaluation and Executive Assistant Evaluation forms was approved by four (4) votes.

VI. NEW BUSINESS

a. Education Leave

Discussion: The Commission assigned the Consultant to draft a follow up letter to the Governor to rescind restrictions limiting application on education leave. (reference executive directive no. 209 dated January 11, 1999)

b. Draft Amendment to the Excepted Service Personnel Regulations

Moved by:	Commissioner Muna	Seconded by:	Commissioner Calvo
Discussion: The Commission reviewed the draft amendment to the ESPR; subsection 10-10-120 under Compensation and Work Schedule.			
ACTION NO. 2019.02.003:			
<i>Motion to adopt the ESPR as amended was approved by four (4) votes.</i>			

c. Senate Bill 20-108: Clinical Administration Leave

Discussion: The Commission stated that they are not in support with the bill. CSC tasked their consultant to prepare comments to be sent out to Congressman Blanco.

d. Public Law 20-66

Moved by:	Commissioner Muna	Seconded by:	Commissioner Calvo
Discussion: The Commission will look into the law once the regulations have been put into place by the Cannabis Commission.			
ACTION NO. 2019.02.004:			
<i>Motion to suspend review of Public Law 20-66 approved by four (4) votes.</i>			

e. CSC Retreat

Discussion: The Commission decided that the retreat will be on December 29 – 30, 2018.

f. Orientation for New Members

Discussion: Orientation will be done at a later time when both new members are present.

VII. EXECUTIVE SESSION

- On November 30th, the Commission went into executive session at 9:30 am to 1:20 pm.

VIII. MISCELLANEOUS/ANNOUNCEMENT

- None

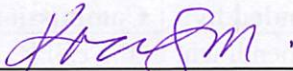
IX. ADJOURNMENT

On November 28, 2018, the Chairperson called for recess at 3:25 pm.

On November 29, 2018, the Chairperson called for recess at 1:53 pm.

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

PREPARED BY:

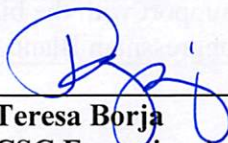


Kadianne Sablan
CSC Executive Secretary

12.17.18

Date

REVIEWED BY:

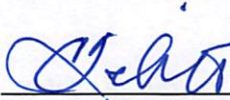


Teresa Borja
CSC Executive Assistant

12/17/18

Date

CERTIFIED BY:

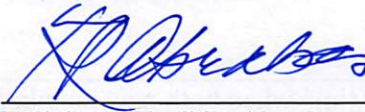


Catalina L. Tebit
CSC Secretary

01/03/19

Date

APPROVED BY:



Felicitas "Tee" P. Abraham
CSC Chairperson

01/03/19

Date