

**CNMI CIVIL SERVICE COMMISSION
SPECIAL MEETING
MARCH 1, 2019
Civil Service Commission Conference Room
Gualo Rai, Saipan, MP**

I. PRELIMINARIES

a. Call Meeting to Order

On March 1, 2019, Acting Chairperson Catalina L. Tebit called the meeting to order at 9:42 a.m.

Roll Call

Members Present:

Catalina L. Tebit, Acting Chairperson
Felicitas Abraham, Member
Bernadita C. Palacios, Member
Raymond M. Muña, Member

Members Absent:

Valerie Q. Apatang, Member (unexcused)

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

Others present:

Teresa Borja, CSC Executive Assistant
Kadianne Mangarero, CSC Executive Secretary
Joe Pangelinan, Chief of EDS
Frank Gibson, CSC HR Consultant

b. Review and Adoption of Agenda

Moved by:	Commissioner Abraham	Seconded by:	Commissioner Palacios
Discussion: The Commission reviewed the agenda and added two new items under New Business: a. Conversion of Executive Assistant Position from ESEC to Civil Service and b. New Classification Specification – Executive Assistant			
<i>ACTION NO. 2019.07.001:</i> <i>Motion to adopt meeting agenda as reviewed was approved by four (4) votes</i>			

c. Review and Adoption of Minutes

i. February 11, 2019 Special Meeting

Moved by:	Commissioner Abraham	Seconded by:	Commissioner Muña
Discussion: The Commission reviewed the special meeting minutes for February 11, 2019.			

ACTION NO. 2019.07.002:*Motion to adopt meeting minutes was approved by four (4) votes***II. PUBLIC COMMENT**

- None

III. REPORTS

a. Acting Chairperson:

- The Acting Chair thanks the Governor for the appointments of the two new members, re-appointment for Felicitas Abraham and new appointment for Jake Maratita.
- Stated that the Commission needs to look into the matters of the Rota Member, Valerie Apatang who has been MIA for quite some time already and barely participates in meetings.
- Stated that another letter should be prepared for Commissioner Apatang regarding her meeting attendance.

b. Director:

- Joe Pangelinan stated that he is sitting in the meeting on behalf of the Director of Personnel (DOP).
- Stated that he did not get any briefing or concerns from the DOP.
- Stated his concerns regarding the austerity measures; questioning how come nothing is being done regarding government travel, procurement and other steps of cuts and why are they only targeting the Civil Service Employees.

c. Executive Assistant:

- Reported that the CSC FY 2020 Budget Proposal was submitted to OMB both hard copy and electronic copy.
- Updated website, everything on website should be current.
- Received letter from AG's office regarding the EA's contract renewal.

IV. COMMUNICATIONS**V. OLD BUSINESS**

- a. New Classification Specification for CNMI Scholarship
 - i. Financial Aid Officer

Moved by:	Commissioner Muña	Seconded by:	Commissioner Palacios
Discussion: The Commission reviewed the changes made to the class specs. for the Financial Aid Officer.			
<i>ACTION NO. 2019.07.003:</i>			
<i>Motion to adopt the New Classification Specification for CNMI Scholarship was approved by four (4) votes.</i>			

- b. Existing Classification Specification
i. Compliance and Repayment Officer

Moved by:	Commissioner Muña	Seconded by:	Commissioner Palacios
Discussion: The Commission reviewed the changes made to the class specs. for the Compliance and Repayment Officer.			
ACTION NO. 2019.07.004: <i>Motion to adopt the amendments to the existing Classification Specification for the Compliance and Repayment Officer and was approved by four (4) votes.</i>			

VI. NEW BUSINESS

- a. Conversion of the Executive Assistant's position from ESEC to Civil Service

Moved by:	Commissioner Muña	Seconded by:	Commissioner Palacios
Discussion: The Commission reviewed the letter from the AG's office regarding the renewal contract of the Executive Assistant, Teresa Borja, and decided to convert the Executive Assistant's position from excepted service employee contract to civil service.			
ACTION NO. 2019.07.005: <i>Motion to adopt the Executive Assistant's contract to civil service was approved by four (4) votes.</i>			

- b. New Classification Specification
i. Executive Assistant

Moved by:	Commissioner Muña	Seconded by:	Commissioner Abraham
Discussion: The Commission added Executive Assistant as a new position under the current Master Classification Index.			
ACTION NO. 2019.07.006: <i>Motion to adopt the New Classification Specification for the Executive Assistant was approved by four (4) votes.</i>			

VII. EXECUTIVE SESSION

- The Commission went into executive session from 11:10 am to 11:20 am and from 11:50 am to 11:55am.

VIII. MISCELLANEOUS/ANNOUNCEMENT

IX. ADJOURNMENT

On March 1, 2019, the Acting Chairperson called for adjournment at 12:12 pm.

PREPARED BY:



Kadianne Sablan
CSC Executive Secretary

3/17/19

Date

REVIEWED BY:



Teresa Borja
CSC Executive Assistant

3/17/2019

Date

CERTIFIED AND APPROVED BY:



Catalina L. Tebit
CSC Acting Chairperson

3/22/2019

Date