

**CNMI CIVIL SERVICE COMMISSION
SPECIAL MEETING
MARCH 4, 2019
Civil Service Commission Conference Room
Gualo Rai, Saipan, MP**

I. PRELIMINARIES

a. Call Meeting to Order

On March 4, 2019, Acting Chairperson Catalina L. Tebit called the meeting to order at 10:00 a.m.

Roll Call

Members Present:

Catalina L. Tebit, Acting Chairperson
Felicitas Abraham, Member
Bernadita C. Palacios, Member
Raymond M. Muña, Member (via phone)
Jake Maratita, Member

Members Absent:

Valerie Q. Apatang, Member (unexcused)

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

Others present:

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

b. Review and Adoption of Agenda

Moved by:	Commissioner Palacios	Seconded by:	Commissioner Abraham
Discussion: The Commission reviewed the agenda and made no changes.			
<i>ACTION NO. 2019.08.001:</i>			
<i>Motion to adopt meeting agenda was approved by five (5) votes</i>			

c. Review and Adoption of Minutes

- None

II. PUBLIC COMMENT

*Teresa Borja:

- expressed her intentions to continue with the Commission, hoping to resolve her current contract issues with the AG's office, expressed her hopes for good results from today's meeting and also hope for growth.
- Stated that when she first came aboard the commission, her contract was on hold for about two to three months after leaving the Board of Education and accepting the offer from CSC.
- Expressed how she is getting anxiety due to the current situation of her contract and she is hoping that this situation will not hurt her current livelihood.

III. REPORTS

a. Acting Chairperson:

- None

b. Director:

- Joe Pangelinan stated that he is sitting in the meeting on behalf of the Director of Personnel.
- Stated that he shared what had transpired from the last meeting with the Director.

c. Executive Assistant:

- None

IV. COMMUNICATIONS

- None

V. OLD BUSINESS

a. New Classification Specification

i. Executive Assistant

Moved by:	Commissioner Abraham	Seconded by:	Commissioner Palacios
Discussion: The Commission went into a working session to work on the MQR for the Executive Assistant position.			
<i>ACTION NO. 2019.08.002:</i>			
<i>Motion to adopt the MQR for the Executive Assistant position was approved by five (5) votes.</i>			

VI. NEW BUSINESS

- None

VII. EXECUTIVE SESSION

- The Commission went into executive session from 12:50 pm to 1:08 pm.

VIII. MISCELLANEOUS/ANNOUNCEMENT

IX. ADJOURNMENT

On March 4, 2019, the Acting Chairperson called for adjournment at 1:12 pm.

PREPARED BY:

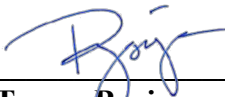


Kadianne Sablan
CSC Executive Secretary

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