

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
MAY 10, 2000

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICK ANDERSON
SECRETARY TO THE BOARD

I. CALL TO ORDER: April 12, 2000, at 4:45 p.m. in the Human Resources Department.

ROLL CALL: Lou Johnson - Present
Mark Larson - Present
Theodore Parker - Present
Tony Dorf - Present
E. LaVonne Lewis - Absent

STAFF PRESENT

Nina Drake
Judy Tuttle
Morgan Davis
Ann Rubertino-Beck
Ruth Carroll
Patti Miller
Carol Simmons
Sandy Gandy

OTHERS PRESENT

Lon Grasmick
Jeff Morgan
Bill Fraser

Chairman Mark Larson introduced newly appointed Tony Dorf to the Board of Civil Service Trustees.

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES: A motion was made by Theodore Parker and seconded by Lou Johnson that the minutes of the Board meeting of March 8, 2000, be approved. Motion carried.

IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Engineering Associate I - Planning - Promotional
2. Engineering Associate I - Planning - Open
3. Equipment Operator I - Promotional
4. Fire Equipment Mechanic Foreman - Promotional
5. Fire Equipment Mechanic Foreman - Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: April 12, 2000
PAGE 2

6. GIS Analyst II -Promotional
7. GIS Analyst II - Open
8. Irrigation Systems Repairer I - Promotional
9. Irrigation Systems Repairer I - Open
10. Park Maintenance Crew Leader - Promotional
11. Payroll Specialist - Promotional
12. Planner I - Promotional
13. Planner I - Open
14. Planning Supervisor - Promotional
15. Planning Supervisor - Open
16. Plumber I - Promotional
17. Plumber I - Open
18. Recreation Activities Specialist - Promotional
19. Recreation Activities Specialist - Open
20. Senior Buyer - Promotional
21. Senior Buyer - Open
22. Senior Plumber - Promotional
23. Senior Plumber - Open
24. Welder - Promotional

A motion was made by Lou Johnson and seconded by Theodore Parker that the above certification of eligible lists be approved. Motion carried

B. EXTENSION OF ELIGIBLE LISTS:

1. Graphic Equipment Operator I (X) - Promotional
2. Graphic Equipment Operator I (X) - Open
3. Motor Sweeper Operator - Promotional
4. Publicity Specialist I (X) - Promotional
5. Publicity Specialist I (X) - Open
6. Purchasing Technician - Promotional
7. Systems Administration Specialist - Promotional
8. Systems Administration Specialist - Open
9. Video Programming Technician - Promotional
10. Video Programming Technician - Open

Nina Drake, serving as Secretary of the Board in Rick Anderson's absence, requested that items 4 and 5, Publicity Specialist I(X) - Promotional and Open, be stricken due to management's desire to conduct a recruitment. A motion was made by Theodore Parker and seconded by Lou Johnson to strike items 4 and 5 and approve items 1 through 3 and 6 through 10 of the above eligible lists. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
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C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:

1. Municipal Court Marshal I/II - Revised
2. Senior Municipal Court Marshal - Revised

A motion was made by Theodore Parker and seconded by Lou Johnson to approve the classification specifications. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS

1. Corrections Officer - Open

A motion was made by Lou Johnson and seconded by Tony Dorf that the above eligible list be abolished. Motion carried.

V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

VI. CITIZEN PARTICIPATION

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:00 pm.


Rick Anderson
Secretary to the Board



**ELIGIBILITY
LISTS FOR THIS
MEETING ARE
DEEMED
CONFIDENTIAL
PER NRS 603A**

*See Attached Change
Reflected in 5/10/00
Minutes
Sg*

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

416 N. 7th Street

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

AGENDA

DATE: MAY 10, 2000

TIME: 4:45 p.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Board Meeting of April 12, 2000
- IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

- 1. Customer Service Representative - Promotional
- 2. Customer Service Representative - Open
- 3. Deputy City Marshal Sergeant - Promotional
- 4. Fire Prevention Inspection Supervisor - Promotional
- 5. Leisure Activities Field Supervisor - Promotional
- 6. Office Specialist I - Promotional
- 7. Office Specialist I - Open
- 8. Planning Technician - Open
- 9. Plant Operations Shift Supervisor - Promotional
- 10. Plant Operations Shift Supervisor - Open
- 11. Senior Municipal Court Marshal - Promotional

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: May 10, 2000

Page Two

B EXTENSION OF ELIGIBLE LISTS

- 1 Fire Equipment Mechanic 1(X) - Promotional
2. Fire Equipment Mechanic 1 (X) - Open
- 3 Personnel Technician - Promotional
- 4 Senior Communications Specialist - Promotional
- 5 Senior Office Specialist – Promotional
- 6 Senior Personnel Technician – Promotional
- 7 Trolley Operator - Open

V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED.

VI CITIZEN PARTICIPATION

ITEMS RAISED UNDER THIS PORTION OF THE AGENDA CANNOT BE DELIBERATED OR ACTED UPON UNTIL THE NOTICE PROVISION OF THE OPEN MEETING LAW HAVE BEEN MET. PLEASE LIMIT YOUR REMARKS TO THOSE MATTERS UNDER THE EXPRESS JURISDICTION OF THE CIVIL SERVICE BOARD IN CONSIDERATION OF OTHERS, AVOID REPETITION, AND LIMIT YOUR COMMENTS TO NO MORE THAN THREE (3) MINUTES. TO ENSURE ALL PERSONS EQUAL OPPORTUNITY TO SPEAK, EACH SUBJECT MATTER WILL BE LIMITED TO TEN (10) MINUTES

Facilities are provided throughout City Hall for the convenience of disabled persons. Special equipment for the hearing impaired is available for use at meetings. If you need an accommodation to attend and participate in this meeting, please call the **DEPARTMENT DESIGNEE at 229-6315** and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

State of Nevada, 555 E. Washington
Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 So. Grand Central Parkway
Court Clerk's Office Bulletin Board, City Hall Plaza
City Hall Plaza, Special Outside Posting Bulletin Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date May 10, 2000

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICHARD ANDERSON, SECRETARY

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

**BOARD ACTION: Vote to Certify or Not Certify
(May be taken as a group)**

TOTAL ELIGIBLE LISTS PRESENTED: 11

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Customer Service Representative - Promotional	4	4	4
2. Customer Service Representative - Open	123	109	102
3. Deputy City Marshal Sergeant - Promotional	17	14	9
4. Fire Prevention Inspection Supervisor – Promotional	4	4	3
5. Leisure Activities Field Supervisor - Promotional	14	14	14
6. Office Specialist I - Promotional	1	1	1
7. Office Specialist I - Open	89	70	40
8. Planning Technician - Open	70	19	14
9. Plant Operations Shift Supervisor - Promotional	7	7	6
10. Plant Operations Shift Supervisor - Open	17	2	2
11. Senior Municipal Court Marshal - Promotional	5	5	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

April 12, 2000
Date of Test

00371303P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	2
REJECTED	0	GROUP 2	2
TOTAL RECEIVED	4	GROUP 3	0
		TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	0			
TOTAL TESTED	4			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

April 12, 2000
Date of Test

003713030
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	123	GROUP 1	16
REJECTED	0	GROUP 2	52
TOTAL RECEIVED	123	GROUP 3	34
TOTAL ON LIST			102

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	102			
FAILED	7			
TOTAL TESTED	109			
DID NOT APPEAR	14			

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal Sergeant
Examination

March 27, April 18 & 19, 2000
Date of Test

00505101P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	17	GROUP 1	0
REJECTED	0	GROUP 2	2
TOTAL RECEIVED	17	GROUP 3	7
		TOTAL ON LIST	9

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	12	9		
FAILED	2	3		
TOTAL TESTED	14	12		
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Prevention Inspection Supervisor
Examination

April 6, & April 27, 2000
Date of Test

00794063P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	0
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	4	GROUP 3	2
		TOTAL ON LIST	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	4	3		
FAILED	0	0		
TOTAL TESTED	4	3		
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Activities Field Supervisor
Examination

April 11, 2000
Date of Test

00270003P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	14	GROUP 1	6
REJECTED	0	GROUP 2	6
TOTAL RECEIVED	14	GROUP 3	2
TOTAL ON LIST			14

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		14		
FAILED		0		
TOTAL TESTED		14		
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist I
Examination

April 11, 2000
Date of Test

00375003P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	1	GROUP 1	0
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	1	GROUP 3	0
		TOTAL ON LIST	1

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	1			
FAILED	0			
TOTAL TESTED	1			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist I
Examination

April 11, 2000
Date of Test

003750030
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	82	GROUP 1	2
REJECTED	7	GROUP 2	13
TOTAL RECEIVED	89	GROUP 3	25
		TOTAL ON LIST	40

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	40			
FAILED	30			
TOTAL TESTED	70			
DID NOT APPEAR	12			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planning Technician
Examination

April 20, 2000
Date of Test

003415040

Exam Code

Open

Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	46	GROUP 1	1
REJECTED	24	GROUP 2	7
TOTAL RECEIVED	70	GROUP 3	6
		TOTAL ON LIST	14

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	14			
FAILED	5			
TOTAL TESTED	19			
DID NOT APPEAR	27			

CITY OF LAS VEGAS

ELIGIBLE LIST

Plant Operations Shift Supervisor
Examination

April 10, 2000
Date of Test

00244501P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	7	GROUP 1	0
REJECTED	0	GROUP 2	3
TOTAL RECEIVED	7	GROUP 3	3
		TOTAL ON LIST	6

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	1			
TOTAL TESTED	7			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Plant Operations Shift Supervisor
Examination

April 10, 2000
Date of Test

002445010
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	6	GROUP 1	0
REJECTED	11	GROUP 2	0
TOTAL RECEIVED	17	GROUP 3	2
		TOTAL ON LIST	2

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	2			
FAILED	0			
TOTAL TESTED	2			
DID NOT APPEAR	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Municipal Court Marshal
Examination

April 19, 2000
Date of Test

00515304P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	5	GROUP 1	0
REJECTED	0	GROUP 2	2
TOTAL RECEIVED	5	GROUP 3	3
		TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		5		
FAILED		0		
TOTAL TESTED		5		
DID NOT APPEAR				

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date May 10, 2000

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICHARD ANDERSON, SECRETARY

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

BOARD ACTION: Vote to Extend or Not Extend
(May be taken as a group)

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 7

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Fire Equipment Mechanic I (X) - Promotional	1	05/10/00	11/10/00	1
2. Fire Equipment Mechanic I (X) - Open	15	05/10/00	11/10/00	1
3. Personnel Technician - Promotional	7	05/10/00	11/10/00	1
4. Senior Communications Specialist - Promotional	5	05/10/00	11/10/00	1
5. Senior Office Specialist - Promotional	17	05/10/00	11/10/00	1
6. Senior Personnel Technician - Promotional	4	05/10/00	11/10/00	1
7. Trolley Operator - Open	8	05/12/00	11/12/00	3

CITY OF LAS VEGAS

ELIGIBLE LIST

*Change in the
Scoring re
Veterans' points
on the Open list.*

Customer Service Representative
Examination

April 12, 2000
Date of Test

003713030
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	123	GROUP 1	20
REJECTED	0	GROUP 2	48
TOTAL RECEIVED	123	GROUP 3	34
		TOTAL ON LIST	102

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	102			
FAILED	7			
TOTAL TESTED	109			
DID NOT APPEAR	14			

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
MAY 10, 2000

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SECRETARY TO THE BOARD

I. CALL TO ORDER: April 12, 2000, at 4:45 p.m. in the Human Resources Department.

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Chairman Mark Larson introduced newly appointed Tony Dorf to the Board of Civil Service Trustees.

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW

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IV. BUSINESS

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CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: April 12, 2000
PAGE 2

6. GIS Analyst II - Promotional
7. GIS Analyst II - Open
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9. Irrigation Systems Repairer I - Open
10. Park Maintenance Crew Leader - Promotional
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12. Planner I - Promotional
13. Planner I - Open
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B. EXTENSION OF ELIGIBLE LISTS:

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V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

VI. CITIZEN PARTICIPATION

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:00 pm.



Rick Anderson
Secretary to the Board

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

416 N. 7th Street

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

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- III. APPROVAL OF MINUTES: Board Meeting of April 12, 2000
- IV. BUSINESS

A CERTIFICATION OF ELIGIBLE LISTS

- 1 Customer Service Representative - Promotional
- 2 Customer Service Representative - Open
- 3 Deputy City Marshal Sergeant - Promotional
- 4 Fire Prevention Inspection Supervisor - Promotional
- 5 Leisure Activities Field Supervisor - Promotional
- 6 Office Specialist I - Promotional
- 7 Office Specialist I - Open
- 8 Planning Technician - Open
- 9 Plant Operations Shift Supervisor - Promotional
- 10 Plant Operations Shift Supervisor - Open
- 11 Senior Municipal Court Marshal - Promotional

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: May 10, 2000

Page Two

B. EXTENSION OF ELIGIBLE LISTS

1. Fire Equipment Mechanic 1(X) - Promotional
2. Fire Equipment Mechanic 1 (X) - Open
3. Personnel Technician - Promotional
4. Senior Communications Specialist - Promotional
5. Senior Office Specialist - Promotional
6. Senior Personnel Technician - Promotional
7. Trolley Operator - Open

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Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 So. Grand Central Parkway
Court Clerk's Office Bulletin Board, City Hall Plaza
City Hall Plaza, Special Outside Posting Bulletin Board

Sent to
Debbie
Lanahan
5/11/00

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES
MEETING DATE 5/10/00

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	<u>✓</u>	<u> </u>
LOU JOHNSON	<u>✓</u>	<u> </u>
THEODORE PARKER	<u> </u>	<u>✓</u>
E. LAVONNE LEWIS	<u>✓</u>	<u> </u>
TONY DORF	<u>✓</u>	<u> </u>

CHARGE TO:05101/510800

APPROVED BY: Cassandra S. Gandy

**SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING**

DATE: 5/10/00

PLEASE PRINT

NAME

ORGANIZATION

CAROL SIMMONS

HR

RUTH CARROLL

HR

Patti Miller

HR

Tina Ramsey

HR

Sarahetta Thompson

D&E

MIKE MURPHY

D&E

JEFF DUFRENE

D&E

MIKE BROWN

D&E

LON GRASMICK

CEA

JEFF MORGAN

LVF & R