

TO: CLAUDETTE ENUS
FAX: 702-598-0877
SUBJECT: **Reservation Confirmation**

Thank you for using Sprint Conferencing Services. This is to confirm that a conference reservation has been made. A two-hour notification to cancel is required to avoid a non-cancellation charge. Please call our toll free reservation number (800-366-2663) to reschedule, cancel or make any changes. Please use the confirmation number listed below when referring to your reservation.

CHAIRPERSON: CLAUDETTE ENUS
CONFIRMATION NUMBER: 14614028
DATE: Wednesday, November 27, 2002
TIME: 11:30 am (PST)
DURATION: 15 minutes
LINES RESERVED: DIAL IN: 0 DIAL OUT: 6
DIAL IN NUMBER(s): 800-473-6927

Sprint Conferencing Services offers many optional features. These features can be used to tailor your conference call to meet the needs of a particular meeting. Some features for consideration are:

- **Conference Fax*** - distribute documents to the conference participants in minutes.
- **Audiotaping*** - high quality cassette tapes of the conference can be made the same day (transcription* of the taped conference is also available).
- **Password Security** - for highly confidential conferences each participant must provide the password.
- **Automated Polling*** - participants can answer pre-established questions with their touch tone phones.

* these features incur an additional charge.

Abv

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue
Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

TELECONFERENCE AGENDA

DATE: November 27, 2002
TIME: 11:30 a.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.

***NOTE: Minutes from this meeting will be included as part of the next regularly scheduled meeting on December 11, 2002**

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Engineering Associate I (Traffic) – Promotional
- 2) Engineering Associate I (Traffic) – Open
- 3) Right-of-Way Agent I – Promotional
- 4) Right-of-Way Agent I - Open

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED:

V. 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 DIRECT 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 South Grand Central Parkway
Court Clerk's Office Bulletin Board, City Hall Plaza
City Hall Plaza, Special Outside Posting Bulletin Board
City Hall 2nd Floor, Human Resources Posting Bulletin Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date November 27, 2002

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: A. ELIGIBLE LIST TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 4

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Engineering Associate I (Traffic) – Promotional	3	1	1
2. Engineering Associate I (Traffic) – Open	24	5	1
3. Right-of-Way Agent I – Promotional	20	16	11
4. Right-of-Way Agent I – Open	86	37	31

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Associate I - Traffic
Examination

November 13, 2002
Date of Test

02271608P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Associate I - Traffic
Examination

November 13, 2002
Date of Test

022716080
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	20	GROUP 1	0
REJECTED	4	GROUP 2	0
<i>TOTAL RECEIVED</i>	24	GROUP 3	1
		<i>TOTAL ON LIST</i>	1

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	1			
FAILED	4			
<i>TOTAL TESTED</i>	5			
<i>DID NOT APPEAR</i>	15			

CITY OF LAS VEGAS

ELIGIBLE LIST

Right-of-Way Agent I
Examination

November 14, 2002
Date of Test

02316408P
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	17	GROUP 1	1
REJECTED	3	GROUP 2	5
TOTAL RECEIVED	20	GROUP 3	5
		TOTAL ON LIST	11

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	11			
FAILED	5			
TOTAL TESTED	16			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Right-of-Way Agent I
Examination

November 14, 2002
Date of Test

023164080
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	56	GROUP 1	5
REJECTED	30	GROUP 2	13
<i>TOTAL RECEIVED</i>	86	GROUP 3	13
		<i>TOTAL ON LIST</i>	31

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	31			
FAILED	6			
<i>TOTAL TESTED</i>	37			
<i>DID NOT APPEAR</i>	19			

Conf #
14614028

SPRINT – TELECONFERENCE CONFIRMATION LOG FOR DATE OF:

November 27, 2002
800-366-2663

NAME	PHONE #	CONFIRMED	PHONE # CHANGE	COMMENTS
Johan	922-6607	YES		
Tony	363-0729	YES		
LaVonne	528-0496	YES		
Teddy	523-1888	YES		
Mark	240-1734	YES Admin LW Seanette		
Morgan	229-6201	YES		

COPY

RECEIVED

1 ELIZABETH A. SNYDER, ESQ.
Nevada Bar No. 007522
2 857 N. Eastern Avenue
Las Vegas, Nevada 89101
3 Telephone: (702) 649-6606
Telefacsimile: (702) 649-2135
4 Attorney for Employee/Petitioner

2002 NOV 21 P 1: 06

HUMAN RESOURCES DEPT

5
6 **BEFORE THE CITY OF LAS VEGAS
CIVIL SERVICE BOARD**

7 MELDON BEUS

8 Employee/Petitioner

9 vs.

10 CITY OF LAS VEGAS and
11 DEPARTMENT OF DETENTION AND
ENFORCEMENT

12 Employer/Respondent

13 **NOTICE OF APPEAL**

14 COMES NOW Meldon Beus, by and through counsel Elizabeth A. Snyder, Esq., and
15 hereby files his Notice of Appeal pursuant to Chapter VIII, Section 3 of the City of Las Vegas
16 Civil Service Rules.

17 **Statement Specifying the Action Against Which the Appeal Is Made**

18 Meldon Beus was terminated by the Department of Detention and Enforcement on November 20,
19 2002.

20 **Subsection or Sections of the Civil Service Rules Under Which the Appeal Is Filed**

21 This appeal claims that the City of Las Vegas violated the following provision of the Civil
22 Service Rules by the action(s) taken against Meldon Beus:

23 Chapter V, Section 3(c)(3)(a) which reads as follows:

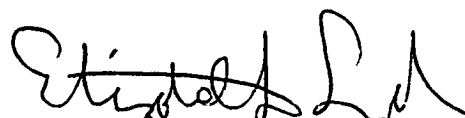
24 "Any regular employee who is transferred, promoted or reclassified
25 to another position in the classified service and whose new
26 appointment is not confirmed shall retain the right to return to
27 his/her former classification salary status, and department.
However, the employee is not guaranteed the same shift, work
period, supervisor, or other conditions of work."

28 ...

1 **Statement Which Justifies the Appeal Submission**

2 Meldon Beus was involuntarily transferred from the Department of Field Operations to the
3 Department of Detention and Enforcement earlier in 2002. The Department of Detention and
4 Enforcement, and specifically Mike Sheldon, terminated Meldon Beus when his new
5 appointment was not confirmed due to his having failed the background investigation to work in
6 that department. Mr. Beus instead should have been transferred back to Field Operations
7 pursuant to Chapter V, Section 3(c)(3)(a).

8 DATED this 21st day of November, 2002.

9
10 
11 ELIZABETH A. SNYDER, ESQ.
12 Nevada Bar No. 007522
13 857 N. Eastern Avenue
14 Las Vegas, Nevada 89101
15 Telephone: (702) 649-6606
16 Telefacsimile: (702) 649-2135
17 Attorney for Employee/Petitioner
18
19
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21
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25
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27
28

Brent Profaizer

From: Martha Davis
Sent: Wednesday, November 20, 2002 12:39 PM
To: Charla Samolovitch; Sandy Gandy
Cc: Mike Sheldon; Brent Profaizer
Subject: RE: Meldon A. Beus, Employee #860231

I will make a note of this information and wait for further instructions. Thank you for the information.

Martha Davis
Human Resources
229-2204

-----Original Message-----

From: Charla Samolovitch
Sent: Wednesday, November 20, 2002 9:05 AM
To: Martha Davis; Sandy Gandy
Cc: Mike Sheldon; Brent Profaizer
Subject: Meldon A. Beus, Employee #860231

We have the Status Change Action form for the above-referenced individual for a status change from qualifying to regular status effective 12/8/02. This employee is on leave without pay status pending disciplinary action. Per Chief Sheldon and Brent Profaizer, this status change should be placed on hold, awaiting the outcome of the disciplinary action. If you have any questions or require additional information, please follow up with Brent. Thanks!

Memorandum

City of Las Vegas
Detention and Enforcement

To: Meldon Beus, Senior Building Services Electrician
From: Michael Sheldon, Chief *Michael Sheldon*
CC: Bill Fraser, Judy Tuttle, Brent Profaizer
Date: August 1, 2002
Re: Leave of Absence

That on July 24, 2002, you completed a Department of Detention and Enforcement Background Investigation questionnaire and indicated that you were addicted to marijuana and illegally obtained prescription drugs. As you are aware, the City does not tolerate the use of illegal drugs in the workplace and does not tolerate having illegal drugs in your system while at work. Further, the actions you described could be considered a felony in the State of Nevada.

In an effort to remedy this situation and avoid issuing formal disciplinary action against you, the City will allow you to take a leave of absence from your position at Detention and Enforcement and enter a treatment program. You will be able to use accrued annual leave and sick leave during this period. You may seek help from the program of your choice, either through the Employee Assistance Program, the City health insurance program or some other program of your choice. The program must however, be certified by the State of Nevada as a rehabilitation program and must provide documentation to Human Resources that you are attending the program as directed. Upon completion of the program, and upon presentation of a certificate of completion, you will be returned to your position at the City.

If you fail to enter and complete the above program your employment with the City will be terminated. Upon your return to the City after completion of the above program, you will be subject to random drug testing for a period of 18 months. August 5, 2002 will be your last day of paid Administrative Leave. Effective August 6, 2002 you will be required to utilize accrued annual and/or sick leave.

Questions regarding the type of programs offered by the City, including the Employee Assistance Program should be directed to Steve Miller at 229-5075. Mr. Miller is the Benefits Analyst for the City and will treat your questions in a confidential manner. Other questions should be directed to me at 6617.

MS:bv



MAYOR
OSCAR B. GOODMAN

CITY COUNCIL
GARY REESE
(MAYOR PRO-TEM)
MICHAEL J. McDONALD
LARRY BROWN
LYNETTE B. McDONALD
LAWRENCE WEEKLY
MICHAEL MACK

CITY MANAGER
DOUGLAS A. SELBY

HUMAN RESOURCES
DEPARTMENT

DIRECTOR
F. CLAUDETTE ENUS

CITY OF LAS VEGAS
400 STEWART AVENUE
LAS VEGAS, NEVADA 89101

VOICE 702.229.6315
TTY 702.386.9108
www.ci.las-vegas.nv.us

September 10, 2002

Tommy Ricketts, President
City Employees Association
857 N. Eastern Ave.
La Vegas, NV 89101

Dear Mr. Ricketts:

RE: Meldon Allen Beus

On July 24, 2002, Mr. Allen Beus completed a Department of Detention and Enforcement Background Investigation questionnaire in conjunction with his transfer to that department. As a result of some of his responses to that questionnaire, Mr. Beus was relieved of duty and instructed to consult the City's Employee Assistance Program or another certified treatment program. Mr. Beus was instructed to provide the department with proof that treatment had been received and completed and that he was able to return to work. As of this date, the department has not received such certification nor has it received any report from Mr. Beus indicating when he would be able to return to work.

At this time I am requesting that you contact Mr. Beus and have him provide his supervisor with the date he will be able to return to his position in the Department of Detention and Enforcement. If we do not hear from Mr. Beus (or his representative) by September 30, 2002, we will be forced to initiate termination proceedings.

Your assistance in contacting Mr. Beus is greatly appreciated. If you or Mr. Beus have any questions regarding this matter, please call me at 229-6670.

Sincerely,

A handwritten signature in cursive script, appearing to read "Brent Profaizer".

Brent Profaizer, Manager
Human Resources Department

BP:plm
By Fax

cc: Mike Sheldon
Morgan Davis
Elizabeth Snyder



Las Vegas City Employees' Association

857 N. Eastern Avenue • Las Vegas, Nevada 89101

702.649.6606

www.lvcea.org

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Tommy Ricketts

Vice President
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Gary Saffell

General Counsel
Elizabeth Snyder

General Manager
Karen Frei

VIA HAND DELIVERY

September 18, 2002

Brent Profaizer
Dept. of Human Resources
416 N. Seventh Street
Las Vegas, Nevada 89101

Re: Meldon Beus

Dear Brent:

This letter is to confirm that the note referred to in your September 10, 2002 letter should contain the following four elements: (1) that Mr. Beus has been seen by a treatment professional; (2) that he has been evaluated; (3) that he is drug free; and (4) that he is fit to return to work.

If the above is not accurate, please inform me in writing as soon as possible as Mr. Beus shall otherwise rely on the above.

Sincerely,

Elizabeth A. Snyder, Esq.
General Counsel
Las Vegas City Employees' Association

Cc: Tommy Ricketts, President, LVCEA



Las Vegas City Employees' Association

857 N. Eastern Avenue • Las Vegas, Nevada 89101

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General Counsel
Elizabeth Snyder

General Manager
Karen Frei

October 2, 2002

Brent Profaizer
Dept. of Human Resources
416 N. Seventh Street
Las Vegas, NV 89101

Re: Alan Beus

Dear Brent:

This letter is to confirm the contents of our telephone conversation earlier this morning wherein you agreed to give Mr. Beus until Tuesday, October 8, 2002 to provide the required note. Thank you for your assistance on this matter.

Sincerely,

Elizabeth A. Snyder, Esq.
General Counsel
Las Vegas City Employees' Association

cc: Alan Beus
Tommy Ricketts



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(MAYOR PRO-TEM)
MICHAEL J. McDONALD
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LAWRENCE WEEKLY
MICHAEL MACK

ACTING CITY MANAGER
DOUGLAS A. SELBY

HUMAN RESOURCES
DEPARTMENT

DIRECTOR
F. CLAUDETTE ENUS

CITY OF LAS VEGAS
400 STEWART AVENUE
LAS VEGAS, NEVADA 89101

VOICE 702.229.6315
TDD 702.386.9108
www.ci.las-vegas.nv.us

October 16, 2002

Mr. Meldon A. Beus
4320 Mark Ave.
Las Vegas, Nv. 89108

Dear Mr. Beus:

As a result of information you provided on a Department of Detention and Enforcement Background Investigation questionnaire, you were relieved of duty and directed to provide the City with documentation indicating you had contacted a substance abuse professional and were fit for duty. On September 10, 2002, the City sent Tommy Ricketts, CEA President a letter confirming with him that you would need to provide documentation indicating that you had contacted a substance abuse professional, completed any prescribed program and that you were capable of performing your duties as an electrician. The letter indicated that if you failed to provide the information, the City would initiate termination proceedings. On September 18, 2002, the City received a letter from your legal representative confirming receipt of the September 10, 2002 letter and outlining the requirements for your return to work. You were given until September 30, 2002, and at the request of your attorney, until October 8, 2002, to provide the information.

The City has since been informed by your legal representative that you will not be providing the information as required and will therefore be initiating disciplinary proceedings.

If you have questions regarding the above, please contact me at 229-6670.

Sincerely,

A handwritten signature in cursive script, appearing to read "Brent Profaizer", followed by a horizontal line.

Brent Profaizer

Cc:
Mike Sheldon
Morgan Davis
Elizabeth A. Snyder
Tommy Ricketts



Las Vegas City Employees' Association

857 N. Eastern Avenue • Las Vegas, Nevada 89101

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General Counsel
Elizabeth Snyder

General Manager
Karen Frei

VIA HAND DELIVERY

October 28, 2002

Brent Profaizer
Dept. of Human Resources
City of Las Vegas
400 Stewart Avenue
Las Vegas, Nevada 89101

Re: Alan Beus

Dear Brent:

Enclosed please find a note from Physicians Health Net, Inc. that meets the criteria for Mr. Beus to go back to work. Page 3 states that PHN is awaiting the results of a urine drug screen. Also please find enclosed the results that have just been obtained by PHN and us from American Medical Laboratories, which once again show that there are no drugs in Alan's system.

Therefore, unless we hear otherwise, we assume that Mr. Beus is okay to return to work. He will therefore show up ready, willing, and able to work on Wednesday, October 30, 2002. He will show up at the Department of Detention and Enforcement. However, by showing up he is in no way waiving his grievance rights regarding his transfer to that department.

Sincerely,

Elizabeth A. Snyder, Esq.
General Counsel
Las Vegas City Employees' Association

encl.

cc: Alan Beus
Tommy Ricketts, LVCEA President

PHYSICIANS
HEALTH NET, INC.

Providing Medical Services

865 N. Eastern · Las Vegas, NV 89101
(702) 399-2345 Fax (702) 399-8347

620 E. Twain Avenue · Las Vegas, NV 89109
(702) 892-9283 · Fax (702) 892-0936

4375 W. Desert Inn · Suite A · Las Vegas, NV 89102
(702) 362-3212

Rafael Mirchou, M.D.
Internal Medicine

Patient: Beus, Meldon
DOB: 07/15/57
DOI:
Date of Exam: 10/18/02

Chief complaint: None.

History of present illness: This 45 year-old patient comes in for a follow up on his history of nephrolithiasis and history of tobacco dependency. Today he has no complaints.

Medications: None

Allergies: PENICILLIN

Family history: Noncontributory.

Past medical history: Kidney stones, bronchitis, and tobacco dependency.

Past Surgical History: Surgical removal of kidney stones, and right ankle surgery secondary to motor vehicle accident.

Review of systems: The patient denied any weight loss. No history of chest pain, no shortness of breath. Denies hematemesis. No hematochezia. Denies seizure disorder. No history of psychiatric disorder. No history of hallucination. No history of blood work. No history of blood disorder. No cancer history.

RE: Beus, Meldon
10/18/02

Physical examination:

GENERAL: Alert and oriented 45-year-old Caucasian male in no acute distress.

VITAL SIGNS: Blood pressure 112/80. Pulse 76. Temperature 97.3. Height 6'. Weight 175 lbs.

HEENT: Head: Atraumatic. No lesions. Oropharynx: Normal mucosa. Nose: Septum midline. Ears: External canals are clear. Eyes: PERRLA. Extraocular muscles are intact.

NECK: No JVD. No bruits. No palpable masses.

LUNGS: Clear to auscultation. No wheezes. Normal expansion of thorax.

CARDIOVASCULAR: Regular rate and rhythm. S1 and S2 audible.

ABDOMEN: Bowel sounds are present. No palpable masses. No organomegaly. No rebound.

EXTREMITIES: No cyanosis, no clubbing, and no edema in the upper and lower extremities.

RIGHT ANKLE: History of previous surgeries secondary to trauma.

NECK EXAMINATION: No spasms, no tenderness, full range of motion at the upper and low back area.

NEUROLOGICAL: Cranial nerves II through XII are intact. Motor is intact. Sensory intact. DTRs are 2+ and symmetric. Straight leg raising test is negative bilaterally.

PSYCHIATRIC: Denies delusions or hallucinations.

Laboratory Data:

Laboratory data performed on 10/18/02 showed glucose of 92, cholesterol 218, slightly over the normal limit, HDL is 41, and cholesterol ratio is 5.32. TSH is .32, white count is 11.3, neutrophils is 9.3, lymphocytes is 16.5, hemoglobin 16.6, hematocrit is 47.0.

Assessment:

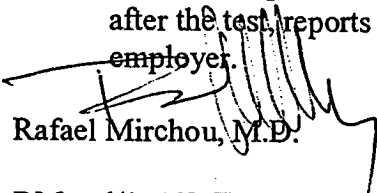
1. History of nephrolithiasis. Clinically he is symptomatic.
2. COPD. History of tobacco dependency and continues to smoke. Asymptomatic.
3. Status post MVA approximately 18 years ago. Appears to be fully recovered.

Page 3 of 3

RE: Beus, Meldon
10/18/02

Plan:

1. Waiting for a urine drug screen. The patient appears to be fit to continue his job activities as prior to this examination. If abnormal results of the urine will come after the test, reports will be done and we will make a note and notify his employer.


Rafael Mirchou, M.D.

RM: vl/1018MIRC0457/not edited

NOTICE OF PROPOSED DISCIPLINARY ACTION

TO: Meldon A. Beus
FROM: Mike Sheldon, Director
Department of Detention and Enforcement

Please be advised that effective November 14, 2002, it is proposed that disciplinary action affecting your employment with the City of Las Vegas, Department of Detention & Enforcement, be taken against you. This disciplinary action may include termination, demotion, suspension without pay, or other appropriate action. Grounds for this action are violation of Article 13 (H), [Just Cause,] of the contract between the City of Las Vegas and the City Employees' Benefit Association.

Specifically, the rules allegedly violated are:

Violation of the City of Las Vegas and the Department of Detention and Enforcement work rules and policies; drug abuse and; conduct unbecoming an employee.

This action stems from one or more of the following:

1. That on July 24, 2002 during a background investigation interview, you informed the investigating officer from the Department of Detention and Enforcement that a number of years ago, you used marijuana on a daily basis and that currently you use marijuana on

a weekly basis. You also informed the officer that you occasionally use illegally obtained prescription drugs.

2. That as a result of the information you provided during that interview, on August 1, 2002 you were officially relieved of duty and directed to consult With a substance abuse professional, complete any required program and obtain a certificated indicating that you were drug free and able to perform the duties as an electrician for the City of Las Vegas.
3. That on August 1, 2002, September 10, 2002 and October 16, 2002, you and or your legal representative were informed in writing that if you failed to provide the above requested information, the City of Las Vegas Would initiate disciplinary proceedings against you.
4. That you have failed to provide the requested information.

In addition to the above stated grounds, the City will consider your City employment history to arrive at a decision in this matter.

You have the right respond in person or in writing to the above stated grounds for proposed disciplinary action. Should you desire to respond in writing, said written response must be received by Mike Sheldon, Director, or his designee, no later than November 14, 2002, at 3:00 p.m.

If you prefer to respond in person, **you may meet with Mike Sheldon, or his designee, on November 14, 2002, at 3:00 p.m. in the Detention and Enforcement Admin. Conference Room, 3300 Stewart Avenue. At that**

time, said Director, or his designee, will hold and informal meeting with you to give you the opportunity to provide him with whatever information you desire to present regarding the grounds for disciplinary action. Following this meeting, a decision regarding the appropriate disciplinary action will be made.

In responding to this Notice, you have the right to the assistance of an attorney or your CEA representative.

Confirmation of the time, date, location, and that you will attend the hearing, should be made with Brent Profaizer, Human Resource Department, telephone number 229-6670.

Failure to attend the meeting, or respond in writing, could result in disciplinary action being taken against you without considering your response.

Mike Sheldon, Director

SERVED THIS ____ DAY OF November, 2002, AT _____.M.)

BY: _____

RECEIPT IS HEREBY ACKNOWLEDGED of the preceding three-page Notice of Proposed Disciplinary Action.

Signature of Employee

Date

Witness

Date



Las Vegas City Employees' Association
857 N. Eastern Avenue • Las Vegas, Nevada 89101
702.649.6606
www.lvcea.org

President
Tommy Ricketts

Vice President
Don King

Secretary
Vicki Ozuna

Treasurer
Beth Brown

Trustee
Ken Falline

Trustee
Lon Grasmick

Trustee
Gary Saffell

General Counsel
Elizabeth Snyder

General Manager
Karen Frei

VIA FACSIMILE AND MAIL

November 14, 2002

Brent Profaizer
Dept. of Human Resources
City of Las Vegas
400 Stewart Ave., 2nd Floor
Las Vegas, Nevada 89101

Re: Alan Beus – Disciplinary Hearing

Dear Mr. Profaizer:

This letter is written pursuant to the Notice of Disciplinary Action and is written in lieu of Mr. Beus meeting personally with Mr. Sheldon. I write to you pursuant to our telephone conversation held yesterday wherein I advised you that Mr. Beus has elected to submit this letter in lieu of attending the meeting. To this end, please find enclosed our response as to why no discipline should be imposed and that Mr. Beus should instead be returned to work as soon as possible.

We await your timely decision.

Sincerely,

Elizabeth A. Snyder, Esq.
General Counsel
Las Vegas City Employees' Association

encl.

cc: Alan Beus
Tommy Ricketts, President, LVCEA

Alan Beus should not be disciplined for several reasons as listed below:

Lack of Jurisdiction

First, it is believed that Detention and Enforcement, and Mr. Sheldon in particular, has no jurisdiction to impose discipline on Mr. Beus. Karen Coyne's letter to Mr. Beus dated June 27, 2002, a copy of which is attached, states that "[s]uccessfully completing the background check . . . is a condition of employment with the Department of Detention and Enforcement." Since Mr. Beus has apparently not successfully completed the background check, he therefore is not an employee of Detention and Enforcement, although he still is an employee of the City of Las Vegas. Because he is not an employee of Detention and Enforcement, that department therefore cannot discipline him.

Mr. Beus Is Not Using Illegal Substances

Additionally, Mr. Beus is not using illegal substances and has not for some time now. He has twice passed drug tests with the most recent test being October 18th. Mr. Beus has been and continues to be more than willing to be randomly tested by the City at a frequency to be determined by the City. As the saying goes, "the proof is in the pudding." Mr. Beus passing tests prescribed by the City at the frequency determined by the City is more than sufficient proof that there is no problem with his returning to work.

Disparate Treatment

Moreover, the City has recently allowed two other employees with alleged substance abuse issues to return to work without the requirements imposed by Mr. Sheldon in his letter dated August 1, 2002, a copy of which is attached. These other employees were not required to enter a program "certified by the State of Nevada as a rehabilitation program and . . . provide documentation to Human Resources that you are attending the program as directed." Rather, these employees were first allowed to return to work after passing a test and then agreed to "to successfully complete any counseling programs prescribed by the CITY through the employee assistance program . . . [and] to allow the CITY copies of attendance and progress reports." (See condition 5 in these agreements).

Here, Mr. Beus was left to also fend on his own instead of having the city direct him to a program of their choice. We only ask for equal treatment.

Issue of Confidentiality

Finally, we once again raise the issue of confidentiality. The first page of the Applicant Questionnaire, which Mr. Beus was forced to complete, states that "[a]ll responses will be held in strict confidence." Additionally, Mr. Murphy personally assured counsel for the LVCEA that only the internal affairs staff would know the results and that nobody else would be informed. Clearly this has not been the case.

Summary

No discipline should be imposed for the above reasons. Instead, Mr. Beus should be allowed to return to work under the same conditions that the City has imposed on other employees recently per the Random Testing/Return to Work Agreement.

Should discipline be imposed, Mr. Beus and the LVCEA reserve the right to raise these and any other issues and defenses at future steps in the grievance process.

CITY OF LAS VEGAS



DEPARTMENT OF
DETENTION & ENFORCEMENT

ADMINISTRATION
MICHAEL SHELDON, CHIEF
BILL FRASER, DEPUTY CHIEF
WAYNE GRIFFIN, DEPUTY CHIEF

NOTICE OF TERMINATION

TO: MELDON A. BEUS

FROM: Mike Sheldon, Director
Department of Detention and Enforcement

In accordance with the authority vested in me under the Las Vegas Municipal Code Section 3.40.010, which Title and Chapter adopt the Civil Service Rules and Regulation of the City of Las Vegas, Nevada, you are hereby terminated with the City of Las Vegas, effective the close of business on November 15, 2002.

You were given a Notice of Proposed Disciplinary Action and an Amended Notice of Proposed Disciplinary Action advising you of the grounds for disciplinary action. On November 14, 2002, you had the opportunity to meet with me and respond to the grounds for disciplinary action. You did not attend the meeting but you did respond to the notice in writing.

As a result of the above, it has been determined that there is no justifiable reason to preclude this action; therefore, you are being terminated.

This action is in compliance with Article 13 (H), [Just Cause,] of the contract between the City of Las Vegas and the City Employees' Benefit Association. Specifically, the rules allegedly violated are:

Violation of Department and City rules and policy; drug abuse and conduct unbecoming an employee.

This action stems from one or more of the following:

1. That on July 24, 2002 during a background investigation interview, you informed the investigating officer from the Department of Detention and Enforcement that a number of years ago, you used marijuana on a daily basis and that currently you use marijuana on a weekly basis. You also informed the officer that you occasionally use illegally obtained prescription drugs.
2. That as a result of the information you provided during that interview, on August 1, 2002, you were officially relieved of duty and directed to consult with a substance abuse professional, complete any required program and obtain a certificate indicating that you were drug free and able to perform the duties as an electrician for the City of Las Vegas.
3. That on August 1, 2002, September 10, 2002 and October 16, 2002, you and/or your legal representative, were informed in writing that if you failed to provide the above requested information, the City of Las Vegas would initiate disciplinary proceedings against you.

4. That you have failed to provide the requested information.

In addition to the above stated grounds, the City considered your overall employment history with the City of Las Vegas to arrive at a decision in this matter.

You are advised that should you wish to appeal this action, you must submit a written grievance to the Director of Human Resources within fourteen (14) calendar days of receipt of this Notice. The Director of Human Resources shall forward the grievance to the City Manager for a response.

....

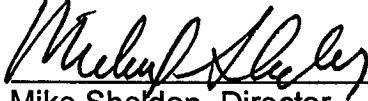
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Failure to properly and timely file the aforementioned written grievance shall constitute a waiver of your appeal rights, which shall make the action ordered herein final and binding on all parties.


Mike Sheldon, Director

SERVED THIS ____ DAY OF NOVEMBER, 2002, AT ____ (____.M.)

BY: _____

RECEIPT IS HEREBY ACKNOWLEDGED of the preceding Notice of Termination.

Signature of Employee

Date

Witness

Date

INTAKE TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform support services for non-violent ex-felons in a pilot program to assist them to transition from incarceration back into the community; to perform a variety of administrative tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Neighborhood Services Program Coordinator and higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Interview potential participants of the Educational and Vocational Opportunities Leading to Valuable Experience (EVOLVE) program, gather documents and complete forms for use in determining program eligibility.
2. Assist caseworker and parole and probation officer to coordinate and schedule services, including vocational training, case management, family support groups, mental health and substance abuse identification and treatment, child support mediation, employment support and others.
3. Answer telephones and assist walk-in customers; provide information and answer questions for participants and employers.
4. Maintain participant files and records.
5. Prepare and format reports.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Intake Technician (*continued*)

QUALIFICATIONS

Knowledge of:

Basic interviewing techniques.
Techniques and methods of customer service and interpersonal communication.
Recordkeeping methods and requirements.
Techniques, methods and formats of report preparation.
Pertinent federal, state and local laws, codes, regulations.
Business English, including sentence structure, spelling, grammar and punctuation.
Common office software, including word processing, spreadsheet and database applications.

Ability to:

Learn and apply program rules and procedures.
Demonstrate respect and sensitivity for cultural differences.
Communicate with individuals from a variety of social, economic and cultural backgrounds.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for extended periods of time; and*
-- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

One year experience providing direct services to clients in a social service environment.

Training:

Equivalent to an Associate degree with major course work in social work, social services, counseling, psychology, social psychology or a related field

CITY OF LAS VEGAS
Intake Technician (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB
NEW 10/7/02
FLSA & City: nonexempt

CSB 11/13/02

LEGAL TECHNICIAN I
LEGAL TECHNICIAN II

Class specifications are not intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide a wide variety of routine to difficult legal office support to the Office of the City Attorney which is often confidential and may include reception duties, document processing, typing, word processing, computer entry, record keeping and filing.

DISTINGUISHING CHARACTERISTICS

Legal Technician I: This is the entry level class within the Legal Technician series. Initially under close supervision, incumbents learn general, court, legal office and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore, remain at an entry level.

Legal Technician II: This is the journey level class within the Legal Technician series, fully competent to independently perform a variety of responsible legal office support duties. Specific duties, including the amount of typing, word processing, use of computers and contact with the public, will vary with the organizational unit to which assigned. This class is distinguished from Senior Legal Technician in that the latter assigns, oversees and reviews the work of a small legal office support group. This class is further distinguished from the Sr. Legal Technician in that the latter performs the most difficult, technical, complex or specialized legal office support duties which require an additional definable body of technical knowledge or skill. Employees in this class receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Legal Technician I

Receives immediate supervision from supervisory staff.

Legal Technician II

Receives general supervision from supervisory staff.

May train assigned employees in proper procedures, methods and techniques.

CITY OF LAS VEGAS
Legal Technician I/II

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS: *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide information in a professional and courteous manner to the general public regarding court procedures and schedules; assist in responding to the more difficult inquiries; intake and process all matters submitted for prosecution including citations, arrests, requests for prosecution, and others.
2. Create, amend or delete basic to complex entries in computer database.
3. Assemble and maintain a variety of files, legal documentation and records in a timely manner; verify and order agency documentation as required; research problems with documentation; perform data entry; understand, explain and direct such procedures.
4. Update court calendar; enter and update into Municipal Court mainframe computer database; locate cases; lend support for high volume workload areas; prepare and disseminate legally mandated information as required.
5. Collect money from the public for payment of fees; balance cash receipts at the end of shift.
6. Compile daily and weekly statistics for management.
7. Assist in training personnel in the proper job procedures, methods and techniques.
8. Participate in providing technical clerical services in support of assigned functions.
9. Participate in routine record keeping duties; perform various record keeping and clerical duties in support of assigned functions.
10. Format, prepare and proofread a variety of documents and forms including general and legal correspondence, reports and memoranda.
11. Operate a variety of office equipment including a switchboard, calculator, copier, facsimile machine, shredder, microfilm machine, computer terminal and personal computer; input and retrieve data and text; organize and maintain disk storage and filing.
12. May act as receptionist, answer telephone and assist the general public; provide information on policies and procedures as required.

CITY OF LAS VEGAS
Legal Technician I/II

Marginal Functions:

1. Research records for Deputy City Attorneys, submitting agencies or court as requested.
2. May be required to be a notary public.
3. Receive, sort and distribute incoming and outgoing correspondence or other related materials.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Legal Technician I

Knowledge of:

Basic services, methods and techniques of clerical office support.
Basic principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Basic methods and procedures of data entry.
Basic principles and techniques of customer service.
Basic mathematical principles.
Basic modern office procedures, methods and computer equipment.
Common word processing software.

Ability to:

Provide service in a courteous and professional manner.
Maintain confidentiality of work performed.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Walking, standing and sitting for extended periods of time; and*
-- *Operating assigned equipment.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Legal Technician I/II

Experience and Training Requirements

Experience:

One year of court or legal operations clerical or support experience;

OR

One year of general clerical or office support experience.

Training:

Equivalent to graduation from high school.

License or Certificate:

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Legal Technician II

In addition to the qualifications for Legal Technician I:

Knowledge of:

Principles and procedures of legal record keeping.

Mathematical principles.

Modern office procedures, methods and computer equipment.

Basic personal computer operations and common office software used in a legal office.

Services, methods and techniques of clerical legal office support.

Methods and procedures of data entry.

Principles and techniques of customer service.

Ability to:

Work independently without direct supervision.

Meet schedules and timelines.

Experience and Training Requirements

Experience:

Two years of increasingly responsible court or legal operations clerical or support experience.

Training:

Equivalent to graduation from high school

CITY OF LAS VEGAS
Legal Technician I/II

License or Certificate:

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application

May be required to be bi-lingual.

WORKING CONDITIONS

Environmental Conditions:

Office and courtroom environments; exposure to computer screen and potentially hostile individuals.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing, sitting, bending and moderate to light lifting for prolonged periods of time.

ARB

NEW 10/8/02

FLSA & City: nonexempt

CSB 11/13/02

NEIGHBORHOOD SERVICES PROGRAM COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To oversee the two pilot programs under the Department of Labor 2002 Earmark Pilot, Demonstration and Research Programs funding; to supervise staff delivering services to program participants; and to perform a variety of administrative tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director, Neighborhood Services or designee.

Exercises direct supervision over professional, technical and support staff. Exercises functional supervision over professional service providers.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Oversee the two pilot programs under the Department of Labor 2002 Earmark Pilot, Demonstration and Research Programs funding.
2. Work with the University of Nevada, Las Vegas and the Clark County School District to ensure success of the Fast Track Licensure Demonstration Program, an accelerated program to qualify individuals with non-education degrees to teach English as a second language (TESL), bilingual education or math/science in elementary and secondary schools.
3. Oversee the Educational and Vocational Opportunities Leading to Valuable Experience (EVOLVE) program, which provides pre-release and post-release services to non-violent ex-felons to transition them back into the community; supervise case workers, mentors, job developers and intake staff to provide services including vocational training, case management, family support groups, mental health and substance abuse identification and treatment, child support mediation, employment support and others.
4. Market programs through presentations, literature, in-person contact, press releases, public service announcements and other methods.
5. Negotiate agreements with employers that participate in the program.

CITY OF LAS VEGAS
Neighborhood Services Program Coordinator (*continued*)

Essential Functions:

6. Ensure assigned programs comply with all applicable federal, state and local regulations and requirements such as labor standards, environmental reviews and project and program eligibility.
7. Monitor program budgets; set up project initiators; review work authorizations and purchase requests; monitor invoices submitted by contractors to ensure charges comply with contract provisions and applicable laws, rules and regulations; approve disbursement of requests for funds.
8. Select, motivate and evaluate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
9. Develop techniques and measures to evaluate program effectiveness.
10. Establish required record-keeping procedures.
11. Compose and edit reports, letters, fact sheets, briefing papers, contracts, speeches and promotional materials and related correspondence regarding assigned projects and activities.
12. Research and apply for available grant funding to continue programs beyond the pilot stage.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices and administrative techniques for a direct client service delivery program.
Principles and practices of program planning, development and evaluation.
Local economic conditions and trends.
Local labor market conditions and trends.
Socioeconomic and cultural conditions in the local community.
Support services and resources available in the local community.
Techniques of negotiation.
Standard record-keeping techniques and practices.
Techniques for understanding and communicating with individuals from various cultures.
Pertinent federal, state and local laws, codes, regulations.
Principles and practices of supervision, training and performance evaluation.

RECORDS TECHNICIAN I
RECORDS TECHNICIAN II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To convert source documents, both paper and electronic, into electronic indexed records; to deposit electronic indexed records into the proper electronic data repository; to perform routine clerical and customer service duties in support of assigned function; to perform a variety of technical duties related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Records Technician I: This is the entry level class in the Records Technician series. This class is distinguished from the Records Technician II by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees may need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Records Technician II: This is the full journey level class within the Records Technician series. This class is distinguished from the Records Technician I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Records Technician I

Receives immediate supervision from higher level supervisory and management staff. May receive functional and technical supervision from the Sr. Records Technician.

Records Technician II

Receives general supervision from higher level supervisory and management staff. May receive functional and technical supervision from the Sr. Records Technician.

CITY OF LAS VEGAS

Neighborhood Services Program Coordinator (*continued*)

Knowledge of:

Sources of grant funding.

Techniques of grant application.

Common office software, including word processing, spreadsheet and database applications.

Ability to:

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Four years of administrative or managerial experience in a social services environment.
Experience working with ex-offenders is preferable.

Training:

Equivalent to a master's degree in social work, social services, counseling, psychology, social psychology, criminal justice or a related field.

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: November 27, 2002

PLEASE PRINT

NAME

ORGANIZATION

Judy Tuller
Kathy Gentile

CLU-HR
CLU-HR

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES

MEETING DATE November 27, 2002

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

CHARGE TO: 05101/510800

APPROVED BY: *Pat Miller*

A: ATTENDANCE REPORT

*11/27/02
Sent to Judy
Rhonda Gubey
in Finance*