

## BOARD OF CITY SERVICE COMMISSIONERS MINUTES

SPECIAL virtual meeting of the Board of City Service Commissioners was held MONDAY, January 4, 2021, at 1:30 pm.

Commissioners      Francis Bock, President  
                             Marilyn Miller, Vice President  
                             Steve Smith  
                             Janet Cleary

Staff    Kristin Urban, Interim Commission Secretary  
          Patrick McCain, Assistant City Attorney  
          Karen Biernat, Administrative Services Coordinator

A quorum being present, President Bock called the meeting to order at 1:36 pm.

The appellant, Ms. Vanessa Green (Public Works Inspector II, Department of Public Works), requested an appeal of her SEPARATION (Non-Disciplinary) from City Service. On December 8, 2020, a pre-hearing conference was held; Ms. Green was informed of the date and time of the pre-hearing conference by email, regular and certified mail, however failed to attend the pre-hearing conference. At the pre-hearing conference, DPW submitted their exhibits and witness list.

On January 4, 2021, the Commission held the first phase of the separation appeal hearing; Ms. Green was informed of the date and time of the separation hearing by email, regular and certified mail, however failed to attend the separation hearing.

As Ms. Green was not in attendance, President Bock stated that the decision before the Commission today was to dismiss the appeal with prejudice or to allow Ms. Green to show cause as to why she did not attend the separation appeal hearing. After some discussion, Commissioner Smith moved that the appellant, Ms. Vanessa Green, must "show cause" for not attending the hearing and must submit her response in writing to the Commission by close of business, 4:45 p.m., on Wednesday, January 13, 2021. The burden of proof lies with Ms. Green as to why she did not attend the January 4, 2021 separation appeal hearing. Further, if no response is received from Ms. Green by the stated deadline, the Commission will dismiss her appeal, with prejudice, at their next scheduled meeting following the deadline. Commissioner Cleary seconded the motion, which passed unanimously.

There being no further business, the meeting adjourned at 1:58 p.m.

(Commissioners Smith/Cleary, unanimous)

ATTEST:

*Frank Bock*

FRANCIS BOCK  
PRESIDENT

*Kristin Urban*

KRISTIN URBAN  
STAFFING SERVICES MANAGER  
INTERIM CSC SECRETARY