



QUARTERLY MEETING
October 22, 2025

A quorum of the Civil Service Commission of the City of Tucson met on Wednesday, October 22, 2025, at 9:07 AM for their Quarterly Meeting. The meeting was held at City Hall, 255 W. Alameda, 1st Floor Conference Room in Tucson, AZ. The hearing was made accessible remotely through technological means as permitted under Arizona law as well as in person.

Present were Chairperson Paul Fimbres, Vice Chairperson Rebecca (Becky) Montaña, and Commission Member Eduardo (Eddie) Rios. Commission member Michael (Mick) Mathieu was absent excused. Staff present were Teri Traaen, HR Director & Commission Secretary, Emely Taylor, HR Deputy Director, Helen Smart, HR Deputy Director and Reina Gallego, HR Executive Assistant & Recording Secretary. Also present were Donna Aversa, Legal Counsel for the Commission, and Jennifer Stash and Shelley Tolman from the City Attorney's Office. Also from the HR Department, Matthew Langseth, Military Veteran Coordinator. Joining remotely, Council Member Nikki Lee for item #5 on the agenda. In the audience, Keith Jacobs.

The Civil Service Commission opened the quarterly meeting with call to order and roll call.

1. Call to the audience – No one addressed the Commission.
2. A motion was made by Commissioner West, and duly seconded, to approve the minutes of the Civil Service Quarterly Meeting held on April 23, 2025. Motion was passed by a voice vote of 3-0.
3. A motion was made by Commissioner Rios, and duly seconded, to approve the 2026 Quarterly Meetings schedule. Meetings will be held on January 21, 2026, April 15, 2026, July 22, 2026, and October 21, 2026. Chairman Fimbres noted that these dates can be flexible moving forward if needed. Motion was passed by a voice vote of 3-0.
4. Administrative Review – Former City of Tucson employee, Keith Jacobs, was removed from the eligibility list for employment with the City of Tucson for five years. HR Director, Teri Traaen, gave an overview of the reasoning for Mr. Jacobs being placed on the list. Mr. Jacobs addressed the Commission and read a letter of apology. Commissioners Rios and Montano had questions about the Civil Service Rules' framework and the length of ineligibility. Commission attorney Donna Aversa explained that the Commission must work within the framework of the current Civil Service rules. Chairman Fimbres made a motion to uphold the removal from the eligibility list for Mr. Keith Jacobs. The motion was seconded. Motioned passed 2-1 to uphold the removal. Commissioner Rios voted no.
5. Presentation of City of Tucson SkillBridge Program – Tucson City Council Member, Nikki Lee, joined remotely, and Military Veteran Coordinator, Matthew Langseth, in-person, gave an overview on the City's participation in the Department of Defense's SkillBridge program. The program helps members of the military transition out of their

service into the workforce. It gives service members the chance to gain valuable civilian work experience through specific industry training, apprenticeships or internships during the last 180 days of military service. The program connects service members with industry partners, such as the City of Tucson, in real-world job experiences. Service members are not paid by the City during their SkillBridge internship/fellowship. They are paid by the Department of Defense. Mr. Langseth also shared what the City Veterans Employee Resource Group (ERG) does for veterans and their spouses. Mr. Langseth then highlighted where the program might improve including a streamlined methodology, or pilot program, to convert SkillBridge interns/fellows into full-time City employees.

Councilmember Lee shared with the Commission that there should be a better solution to the challenge of converting the talent available with exiting service members. Councilwoman Lee said this issue has been going on for years.

The Commissioners asked questions about barriers to convert SkillBridge interns/fellows into full-time City employees.

HR Director Teri Traaen summarized what is being done to encourage SkillBridge interns/fellows to apply for City openings. The HR Department has offered resume writing training, coaching, and other workshops.

Principal City Attorney, Jennifer Stash, summarized the current timeline for City employees who go through a competitive hiring, and if successful, are put on an eligibility list for hire, then may be offered a job from that list. Once hired, an employee is, in most cases, on a one-year probation. Once successfully completing that probation, the Civil Service rules kick in which offer protection to the employee.

There was discussion about how the timeline for hiring City employees can impede a service member who is leaving the Armed Services. Mr. Langseth said hiring often comes down to the timing for service members as it must line up with their service ending.

Council Member Nikki Lee asked the Commission what it needs to consider in order to make it easier for service members, especially those who are participating in the SkillBridge program, be hired by the City.

Commission attorney, Donna Versa, addressed Commissioners and told them there can be opportunity for a rule change in the future to address a way to ease this bottleneck and facilitate the timing issues of bringing a SkillBridge intern/fellow on as a full time City employee. Anything that involves adjustment to the Civil Service Rules needs to come through the Commission.

HR Director Traaen added that anything that changes the process for a group of candidates means the City would have to examine everyone else who is a potential candidate, too. She added that looking into this type of change would require multiple areas of the City organization examining how this could happen.

The conversation ended with the Commission asking for an update on this topic at the next quarterly meeting.

At approximately 10:21 a.m., the Commission took a break. The meeting resumed at approximately 10:30 a.m.

6. Review and discussion of appeal process – Chairman Fimbres discussed an appeal hearing which was scheduled for September 11, 2025. The Chairman wanted more information about the appeal before being asked to decide on a continuance. The Chairman also wanted clarity on the timeline and notification process.

Reina Gallego, HR Executive Assistant & Recording Secretary, described the process.

Principal City Attorneys Jennfer Stash and Shelley Tolman explained the process from the City Attorney's Office point of view.

There was a discussion about it being difficult to meet all the deadlines for an appeal hearing due to needing a quorum, having all parties involved available, and in this instance, the September 11, 2025, hearing being only one day and its proximity to the Labor Day holiday. Ultimately, the City and appellant from the September 11, 2025, hearing settled before the hearing was to take place.

There was further discussion on how to make sure communications and logistics are done in a more timely and smooth manner.

The Chairman asked that the City do its best to deliver to him pertinent information about appeals ten (10) days prior so he can review before deciding to accept or deny a continuance.

The City Attorneys reiterated that if the 45-day window for appeal isn't met due to logistics/scheduling, the City won't dispute backpay issues with an appellant if they are successful. If the appellant asks for a continuance, they forfeit backpay up to the date of the initially scheduled hearing date.

Before moving to item #7, the Chairman asked for updates on two of the hearings listed under item #8 on the agenda. It was reported that the Jimenez and Kinnitz hearings are set and scheduled.

7. Update on Vacant Commissioner Seat – The Chairman asked for an update on filling the vacant seat on the Commission. HR Director Traaen told Commissioners the HR Department had not been given any information from the Clerk’s Office on filling the seat. The City Attorneys said the City Attorney’s Office has also inquired about the vacancy. The Chairman wanted to know why filling the vacancy is taking so long since it’s been open for several months. Director Traaen said she would go to the Mayor’s Office to get an update and share what she learns with the Commission.

8. Other Business – For the Deitzman hearing, Commission Attorney, Donna Aversa reported there were no dates set but dates at the at the end of January or early February are being considered.

Having no further items to discuss, the quarterly meeting adjourned at 10:50 A.M. The next meeting is set for Wednesday, January 22, 2026.

Paul Fimbres, Chairperson
Civil Service Commission

Date