

THESE MINUTES ARE NOT OFFICIAL
UNTIL APPROVED BY THE CITY COUNCIL

JOINT SPECIAL MEETING OF THE
CITY COUNCIL, REGULAR MEETING
OF THE CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

December 7, 2016
7:00 p.m.

Call to Order & Roll Call

Mayor Clarke called the joint special meeting of the City Council and the regular meeting of the Civil Service Commission to order at 7:01 p.m. in the Mike Balkman Chambers at City Hall.

Present: Jim B. Clarke, Mayor
 Jeffrey Cooper, Vice Mayor
 Göran Eriksson, Council Member
 Meghan Sahli-Wells, Council Member
 Thomas Small, Council Member

Also Present: Chair Darryl Cherness
 Vice Chair John Kuechle
 Commissioner Vicki Daly Redholtz
 Commissioner Vince Motyl
 Commissioner Albert Vera

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Pledge of Allegiance

The City Council and Civil Service Commission recited the Pledge of Allegiance.

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Mayor Clarke reviewed the reason for the joint meeting noting that the City Council would also be meeting with other Commissions.

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Presentations

Item P-1

CC:CSC Presentation by the Human Resources Department in Relation to the New Pre-Supervisory Training Program

Serena Wright-Black, Administrative Services Director, provided an overview of the new Pre-Supervisory Training Program noting that staff was meeting and conferring over changes to the Class Specifications.

Discussion ensued between the staff, Council Members and Commissioners regarding whether the modules would be handled in-house or out-sourced; support for promoting from within; clarification that the program occurring during regular work hours is voluntary; the certificate of completion for the course; concern that employees could take the certification and move to another City; advantages to the program; support for the item and what it will bring to the work force; promoting job opportunities and growth; addressing the possibility of receiving more applications than there are spaces available in the program; benefits to all departments from the program; supplemental training; inclusion of Police and Fire in the program; accounting for the costs of the program; scheduling; strategic goals of the City; discussions with the bargaining groups; Commission consideration of the Class Specifications in January or February; availability of the program during or after regular working hours; online vs. classroom training; and mandatory vs. discretionary training.

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Joint Public Comment - Items Not On the Agenda

Mayor Clarke invited public comment.

No speakers came forward and no cards were received.

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Receipt and Filing of Correspondence

Tiffany Johnson, Human Resources Analyst, indicated that no correspondence had been received.

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Order of the Agenda

Mayor Clarke indicated that Action Item would be heard first.

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This item was considered out of sequence.

Action Items

Item A-1

CC:CSC - Discussion with the City Council of the Powers and Duties of the Civil Service Commission as Provided for in Accordance with the Culver City Municipal Code.

Mayor Clarke reviewed the item and opened the discussion.

Discussion ensued between staff, Council Members and Commissioners regarding recent inactivity of the Commission; regular review of City-wide salary studies; length of hearings; whether the Commission needs to meet every month; staff time; a request to agendaize a discussion of the monthly meeting requirement; streamlined hearing processes with the aid of pre-hearings; recognition of promotions or retirements at regular Commission meetings; benefits of the Commission's former role in evaluating performance reviews; the reason the Commission no longer evaluates performance reviews; changes to the City Charter; discretion of the City Manager; providing a City Manager report on performance reviews to the Commission; improvement in department head responsiveness with reviews; authority of the Commission; ensuring a lack of bias by the Commission; concern with micro-management; advocating for employees; whether Commissioners are finding their work to be what they had expected; the decrease in the number of cases heard in the last few years; special training for hearings and the Civil Service process; reasons for lengthy hearings; transparency and fairness; appreciation for the work of the Commission; and the most recent salary review.

Mayor Clarke turned over the meeting to Chair Cherness to finish Commission business.

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Consent Calendar

Item C-1

CSC - Meeting Minutes

MOVED BY COMMISSIONER MOTYL AND SECONDED BY COMMISSIONER DALY REDHOLTZ THAT THE CIVIL SERVICE COMMISSION APPROVE **THE MINUTES FOR THE REGULAR CIVIL SERVICE COMMISSION MEETING OF NOVEMBER 2, 2016.**

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, DALY REDHOLTZ, MOTYL, VERA
NOES: NONE
ABSTAIN: KUECHLE

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Item C-2

CSC - Destruction of Examination Materials in the Human Resources Department Which Are More Than Two Years Old

MOVED BY VICE CHAIR KUECHLE, SECONDED BY COMMISSIONER VERA AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: DESTROY EXAMINATION MATERIALS IN THE HUMAN RESOURCES DEPARTMENT WHICH ARE MORE THAN TWO YEARS OLD.

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Public Comment - Items NOT on the Agenda (continued)

Chair Cherness invited public comment.

No speakers came forward and no cards were received.

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Items from Members

Commissioner Motyl thanked the City Council for their participation.

Commissioner Daly Redholtz wished everyone Happy Holidays.

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Items from Staff

Serena Wright-Black, Administrative Services Director, polled the Commission on their attendance for the next meeting.

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Adjournment

There being no further business, at 9:00 p.m., the City Council adjourned its meeting.

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Jeremy Green
DEPUTY CITY CLERK of Culver City, California
EX-OFFICIO DEPUTY CLERK of the City Council
Culver City, California

JIM B. CLARKE
MAYOR of Culver City, California