

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CULVER CITY, CALIFORNIA

October 5, 2016
7:00 P.M.

Call to Order & Roll Call

Chair Cherness called the meeting of the Civil Service Commission to order at 7:00 P.M.

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

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Public Comment - Items Not On the Agenda

Chair Cherness invited public comment.

No speakers came forward and no cards were received.

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Receipt and Filing of Correspondence

None.

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Consent Calendar

Item C-1

Meeting Minutes

Commissioner Kuechle asked to add the following paragraph to the minutes in order to clarify his position on a discussion at the previous meeting:

"Vice Chair Kuechle inquired whether the Commission was being asked to vote upon the merits of creating a new classification specification for an Advanced Planning Manager and then hiring someone to fill that position. He said he did not believe he had

enough information to cast a vote on those matters. Staff responded that the City Council had already decided to create the position and that consequently the Commission was only being asked to look at the terms of the classification specification, not to vote on the merits of creating that position."

MOVED BY VICE CHAIR KUECHLE, SECONDED BY COMMISSIONER DALY REDHOLTZ AND UNANIMOUSLY CARRIED THAT THE CIVIL SERVICE COMMISSION ADOPT ITEMS C-1 AND C-2.

THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 7, 2016 AS AMENDED.

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Item C-2

Extension of Eligible Lists: Senior Forensic Specialist

THAT THE CIVIL SERVICE COMMISSION: APPROVE THE EXTENSION OF ELIGIBLE LISTS: SENIOR FORENSIC SPECIALIST.

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Action Items

Item A-1

Revised Classification Specifications and Open and Competitive Recruitment Bulletins and New Promotional Recruitment Bulletins: Welder and Senior Welder

This item was deferred to a later meeting.

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Item A-2

Discussion of the Civil Service Commission's Role Regarding Labor Relations including Disciplinary Appeals and Grievances

Serena Wright-Black, Administrative Services Director, provided an overview of the item and guidelines for the discussion.

Discussion between staff and Commissioners included clarification of wording and intent of Civil Service Rules; the requirement to report within 30 calendar days of the incident or when they should

have reasonably known; formal vs. informal grievances; next steps for the grievant if they are dissatisfied with the decision of the supervisor; concern with the lack of a defined time limit for grievances once appealed; who determines what is an allowable grievance; violations to the Memorandum of Understanding (MOU); interpretation; employee recourse; Rule 12.4; exceptions to allowable grievances; disciplinary actions and appeals; the role of the City Attorney and City Manager in the grievance appeals process; mandatory bargaining duties of the City; Rule 11.14; resolution of basic procedural issues prior to coming to the Commission; the Meet and Confer Process; good faith efforts; clarification on changes to the involvement of the Civil Service Commission in the grievance process through pre-hearings conducted by the Chair and/or Co-Chair; grievances vs. complaints; and alternative resolution processes.

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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 Commissioners

Commissioner Kuechle asked that the agenda packet not be dropped off at his house for the next meeting as he is unable to attend, and he requested email notification in the future when items on the agenda will not be considered.

Commissioner Vera asked about Commission policies with regard to reciting the Pledge of Allegiance.

Discussion ensued between staff and Commissioners regarding the policies of other Commissions; purview of the Chair; continuing the discussion due to Brown Act issues; differences between the Invocation and the Pledge; and staff agreement to report back on the policies of other Commissions.

Commissioner Motyl reported issues accessing his email account on his computer.

MOVED BY COMMISSIONER VERA, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT WHEN THIS MEETING IS ADJOURNED, THAT IT BE ADJOURNED IN MEMORY OF SHERIFF SERGEANT STEVE OWEN.

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Items from Staff

None.

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Adjournment

There being no further business, at 7:40 P.M., the Civil Service Commission adjourned in memory of Sheriff Sergeant Steve Owen to a meeting to be held at 7:00 P.M. on Wednesday, November 2, 2016 in the Mike Balkman Council Chambers at City Hall.

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Serena Wright-Black
ADMINISTRATIVE SERVICES DIRECTOR of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED November 2, 2016

DARRYL CHERNESS
CHAIR of the Civil Service Commission
Culver City, California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, Culver City, California and constitute the Official Minutes of said meeting.

Jeremy Green
DEPUTY CITY CLERK

Date