

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

June 7, 2023
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:01 P.M. in Mike Balkman Council Chambers at Culver City Hall and on Webex.

Present: Chair Chi Ming Gong
Vice Chair Stewart Bubar
Commissioner Rachelle Jackson
Commissioner Sal LaPardo
Commissioner Michele Van Gelderen

o0o

Pledge of Allegiance

Chair Gong led the Pledge of Allegiance.

o0o

Public Comment - Items Not On the Agenda

Chair Gong invited public comment.

Amy Webber, Human Resources Analyst, indicated that no requests to speak had been received.

o0o

Receipt of Correspondence

Amy Webber, Human Resources Analyst, indicated that no correspondence had been received.

o0o

Consent Calendar

Item C-1

(Out of Sequence)

Approval of Minutes for the Regular Meeting of April 5, 2023

MOVED BY COMMISSIONER LAPARDO AND SECONDED BY CHAIR GONG THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF APRIL 5, 2023 AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, JACKSON, LAPARDO

NOES: NONE

ABSTAIN: VAN GELDEREN

o0o

Action Items

Item A-1

(Out of Sequence)

Discussion and Direction Regarding the Civil Service Commission Regular Monthly Meetings

Amy Webber, Human Resources Analyst, noted that staff was working on connecting audio to the Webex and she provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding concern with the proposed date of the July meeting, and agreement to cancel the July meeting and defer agenda items for July to the August meeting.

Chair Gong moved to cancel the July Commission meeting with agenda items deferred to the August agenda.

Additional discussion ensued between staff and Commissioners regarding continuing the discussion of Item A-1 to the August meeting; the fact that a motion is not necessary to cancel a meeting; and adjourning to the August meeting.

MOVED BY CHAIR GONG, SECONDED BY VICE CHAIR BUBAR AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: CONTINUE ITEM A-1 TO THE AUGUST CIVIL SERVICE COMMISSION MEETING.

o0o

Presentations

Item P-11
(Out of Sequence)

Outstanding Job Performance Recognition: Erika Ramirez, Current Planning Manager for the Planning and Development Department

Dana Anderson, Human Resources Director, introduced the item and discussed procedures.

Mark Muenzer, Planning and Development Director, indicated that Erika Ramirez could not be present, and he read the nomination that he had sent to the City Manager covering her contributions and accomplishments.

Chair Gong thanked Ms. Ramirez for her service.

o0o

Item P-1

Outstanding Job Performance Recognitions: Pamela Graves, Legal Operations Manager, and Elizabeth Guzman, Administrative Clerk, for the City Attorney Office

Amy Webber, Human Resources Analyst, introduced the item.

Heather Baker, City Attorney, congratulated everyone being recognized; expressed appreciation for the acknowledgement of work done; discussed the recognition memo for Pamela Graves and Elizabeth Guzman; their experience and dedication; transitions that have impacted workload; she asserted that both were team players and she valued them immensely; and she reported that Liz Guzman could not be present at the meeting, but was appreciative of the recognition.

Pamela Graves, Legal Operations Manager, thanked the City for the recognition noting the many other employees who are equally deserving.

Chair Gong thanked Pamela Graves and Elizabeth Guzman for their dedicated service to the City.

o0o

Item P-2

Outstanding Job Performance Recognition: Punit Chokshi, Senior Management Analyst for the City Manager Office

Amy Webber, Human Resources Analyst, introduced the item.

Onyx Jones, Assistant City Manager, acknowledged Human Resources Director Dana Anderson for putting together the City-wide recognition; provided background on Punit Chokshi's experience; discussed his diligent efforts and accomplishments; and his willingness to meet challenges.

Punit Chokshi thanked the City for the recognition.

Commissioner Van Gelderen thanked Punit Chokshi for his service and she commended Culver City for spotting talent early and allowing him to grow from a student part-time worker to a highly valued employee in the City

o0o

Item P-3

Outstanding Job Performance Recognitions: Mei Lam, Accountant II, Donald Washington, Accountant II, Cyntia Espinoza, Payroll Technician, and Jessica Williams-Tell, Senior Account Clerk for the Finance Department

Amy Webber, Human Resources Analyst, introduced the item.

Lisa Soghor, Chief Financial Officer, expressed appreciation for the opportunity to recognize Finance Department staff; discussed the diligence of Mei Lam; the dependability of Donald Washington; the thoroughness of Cyntia Espinoza; and the flexibility of Jessica Williams-Tell.

Jessica Williams-Tell, Senior Account Clerk, provided background on her experience with the City, and she thanked management, her co-workers, and the City for the recognition.

Donald Washington, Accountant II, provided background on himself; expressed gratitude for everyone noting that Culver City was a great place to work; he thanked his co-workers; and he expressed appreciation for the recognition.

Cyntia Espinoza, Payroll Technician, expressed gratitude for the recognition and for the acknowledgement of her hard work.

Chair Gong thanked Finance Department employees for their diligent efforts.

oOo

Item P-4

Outstanding Job Performance Recognitions: Cara Flores, Senior Management Analyst, and Roger Braum, Assistant Fire Chief for the Fire Department

Amy Webber, Human Resources Analyst, introduced the item.

Ken Powell, Fire Chief, discussed the mission and core values of the department; the positive attitude, effectiveness, and efficiency of Ms. Flores who had expressed appreciation for the recognition and regret that she could not be present for the meeting; and he recognized the work ethic and accomplishments of Roger Braum.

Roger Braum Assistant Fire Chief, expressed appreciation for the recognition which he accepted on behalf of the department, and he thanked all departments in the City for making his job easier.

oOo

Item P-5

Outstanding Job Performance Recognitions: Juan Cruz, Recreation Specialist, Adam Ferguson, Senior Management Analyst, and Meghan Stebbings, Recreation & Community Services Coordinator for the Parks, Recreation and Community Services Department

Amy Webber, Human Resources Analyst, introduced the item.

Armando Abrego, Parks, Recreation and Community Services Director, discussed department staff, and he expressed appreciation for Adam Ferguson and all that he does.

Adam Ferguson, Senior Management Analyst, thanked the City and staff for the recognition and he discussed his experience working in many different areas of the department.

Dani Cullens, Recreation and Community Services Manager, discussed the duties of Recreation and Community Services Coordinator Meghan Stebbings, and expressed appreciation for her dedication.

Meghan Stebbings, Recreation and Community Services Coordinator, expressed appreciation for the recognition, and indicated that she loved her job and was grateful to be able to continue to grow her career.

Francisca Castillo, Recreation and Community Services Director, recognized Recreation Specialist Juan Cruz; discussed his enthusiasm for the job; responsibilities; oversight of other employees; and she expressed appreciation for his respect for others, dedication, work ethic, and leadership.

Juan Cruz, Recreation Specialist, expressed appreciation for the recognition; indicated that he had learned from the best; he thanked his co-workers; and he noted that it was a pleasure to come to work.

o0o

Item P-6

Outstanding Job Performance Recognitions: Ana Giron, Occupancy Specialist, Gerardo Ramirez, Code Enforcement Officer, Candice Tutt, Management Analyst, and Shannon Louis, Rent Stabilization Coordinator in the Housing and Human Services Department

Amy Webber, Human Resources Analyst, introduced the item.

Tevis Barnes, Housing and Human Services Director, provided background on the department; discussed the difficulty of the job; the need for compassion; and she expressed gratitude to the recognized employees for going above and beyond.

Gerardo Ramirez, Code Enforcement Officer, provided background on himself; expressed gratitude for being able to work for the City; thanked his team for their support; and he thanked everyone for the recognition.

Ana Giron, Occupancy Specialist, provided background on her experience with the City and expressed gratitude for the honor.

Candice Tutt, Management Analyst, and Shannon Louis, Rent Stabilization Coordinator, thanked Tevis Barnes and the City for the honor.

o0o

Item P-7

Outstanding Job Performance Recognitions: Stephanie Condran, Human Resources Analyst, and Victoria Jackson, Human Resources Associate for the Human Resources Department

Amy Webber, Human Resources Analyst, introduced the item.

Dana Anderson, Human Resources Director, discussed the challenge of picking just two people to recognize, and noted the outstanding performance and contributions of Victoria Jackson and Stephanie Condran.

Victoria Jackson, Human Resources Associate, discussed her experience working in the City and expressed her appreciation for the recognition.

Stephanie Condran, Human Resources Analyst, expressed appreciation for the recognition, and gratitude for the support and leadership of her colleagues.

o0o

Item P-8

Outstanding Job Performance Recognitions: Anissa Di Vincente, Webmaster, Timothy Pelayo, Senior Computer Programmer Analyst, and Valerie Perez, Information Technology Analyst for the Information Technology Department

Amy Webber, Human Resources Analyst, introduced the item.

Michele Williams, Chief Information Officer, expressed appreciation for all of her staff; discussed the difficulty of singling out a few staff members; the diligence, work ethic and accomplishments of Anissa Di Vincente; the contributions

of Timothy Pelayo; and the daily initiative and ingenuity of Valerie Perez.

Anissa Di Vincente, Webmaster, expressed appreciation for the recognition and noted that she worked on a great team that worked well together and all deserved recognition.

Timothy Pelayo, Senior Computer Programmer Analyst, thanked everyone he gets to work with every day; expressed hope that other wonderful employees would be recognized one day; and gratitude for the trust placed in him that allowed him to excel.

Valerie Perez, Information Technology Analyst, dedicated her award to the rest of the Information Technology Department for their efforts every day; thanked her mother for her support; expressed appreciation to Michele Williams; noted that she was able to take initiative, knowing that she would be heard; and she pointed out the importance of having not only a boss, but a leader.

o0o

Item P-9

Outstanding Job Performance Recognitions: Gary Wansley, Maintenance Operations Manager; Mate Gaspar, Engineering Services Manager; Mordecai Nickerson, Public Works Inspector; and David Talavera, Urban Forester for the Public Works Department

Amy Webber, Human Resources Analyst, introduced the item.

Yanni Demitri, Public Works Director, expressed appreciation to the City Manager for his leadership in creating a positive work environment; discussed qualities valued in Public Works employees; and he recognized Mate Gaspar, Mordecai Nickerson, Gary Wansley, and David Talavera for their diligent efforts.

Mate Gaspar, Engineering Services Manager, expressed appreciation for the recognition and for his team; provided background on his experience working in the City; discussed work during the pandemic; and he noted that he and his team loved their jobs and loved the City.

Mordecai Nickerson, Public Works Inspector, expressed appreciation for the recognition; discussed collaboration in

the department; and he indicated that he grew up in the City and loved it.

Gary Wansley, Maintenance Operations Manager, expressed appreciation for the recognition; discussed changes over the past year; collaboration with other departments; problem solving; challenges; meeting the high bar set; and he accepted the recognition on behalf of all of Maintenance Operations.

David Talavera, Urban Forester, expressed appreciation for the recognition; thanked his family for their support; and indicated that he was born on Culver City Street in Sister City, Uruapan, Mexico when the Sister City relationship began in 1964.

o0o

Item P-10

Outstanding Job Performance Recognitions: Nestor Ducreux, Management Analyst; Carlos Medina, Electronic Fleet Service Technician; Jose Olmos, Bus Operator; Larissa Hogan, Associate Analyst; and Ryan Hund, Transit Operation Analyst for the Transportation Department

Amy Webber, Human Resources Analyst, introduced the item.

Diana Chang, Chief Transportation Officer, indicated that Carlos Medina could not be present due to his early shift tomorrow, but Dean Familton would be accepting the recognition on his behalf; observed that the recognized employees embodied the department's core values every day; discussed consistent dedication to their duty to the City and going above and beyond; she asserted that they served as great examples of City employees; and she expressed appreciation for being able to recognize them.

Nestor Ducreux, Management Analyst, provided background on his experience working in the City; expressed appreciation to the City for providing them with the tools to excel; and he thanked his co-workers for making his job easier.

Dean Familton accepted the recognition on behalf of Electronic Fleet Service Technician, Carlos Medina who he felt deserved the award; discussed Carlos's positive attitude; and he was pleased to see the recognition for all the employees.

Jose Olmos, Bus Operator, expressed appreciation for the award; acknowledged stress and challenges of the job; and noted that they did not give up.

Diana Chang, Chief Transportation Officer, asserted that Jose Olmos was being modest noting that things were tough for operators.

Larissa Hogan, Transportation Planner, expressed appreciation for the recognition and for City staff; thanked Diana Chang for being a great leader and someone to learn from; and she was excited to continue growing her career in the City.

Ryan Hund, Transportation Planner, wanted to honor his fellow employees in the Transportation Department who work to provide vital mobility services for thousands of people; commented that the department is critically understaffed and the work plan continues to grow; stated that the people he works with make the difficult the job easier; and he indicated that he could not ask for a better group of people to work with.

o0o

Recess/Reconvene

Chair Gong called a brief recess from 8:25 p.m. to 8:41 p.m. to allow a chance for picture taking.

o0o

Order of the Agenda

Items C-1 and A-1 were considered before the presentations, and Item P-11 was heard before Item P-1.

o0o

Public Comment - Items NOT on the Agenda (Continued)

Chair Gong invited public comment.

Amy Webber, Human Resources Analyst, indicated that no public comment had been received.

o0o

Items from Staff

Amy Webber, Human Resources Analyst, thanked the Commission for hearing the stories of the wonderful City employees.

Dana Anderson, Human Resources Director, echoed comments made by Amy Webber.

o0o

Items from Commissioners

Chair Gong observed that common themes expressed were that people loved what they did and the City felt like a family.

Commissioner Jackson was pleased to be able to celebrate with everyone; acknowledged the caliber of staff in the City; discussed the working environment; passion and capability; supportive and innovative management and leadership; and she thanked staff for the meeting.

Vice Chair Bubar discussed setting the tone for the City; his work on the School Board; he indicated that it was a nice way to spend his last meeting; and he expressed appreciation for being able to work with staff and Commissioners.

Dana Anderson, Human Resources Director, thanked Vice Chair Bubar for his service.

Discussion ensued between staff and Commissioners regarding the Vacancy Report; employees currently in the onboarding process; restructured recruitment processes; prioritization; number of vacancies attributed to resignations and retirements; COVID; the expiring retirement incentive in 2021; and expiration of the lifetime medical provision.

Chair Gong invited Vice Chair Bubar to return to the August Commission meeting for recognition of his service.

o0o

Adjournment

There being no further business, at 8:50 P.M., the Civil Service Commission adjourned in honor of Pride Month and Vice Chair Bubar to a regular meeting to be held at 7:00 P.M. on Wednesday, August 5, 2023.

o0o

Dana Anderson
Human Resources Director, Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED _____

Chi Ming Gong
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 Bocchino
CITY CLERK

Date