

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

December 3, 2025
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:02 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Chair Michele Van Gelderen
Vice Chair Chi Ming Gong
Commissioner Sal LaPardo
Commissioner Peter Stern

Absent: Commissioner Rachelle Jackson

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Pledge of Allegiance

Chair Van Gelderen led the Pledge of Allegiance.

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Public Comment - Items NOT On the Agenda

Chair Van Gelderen invited public comment.

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

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Receipt of Correspondence

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

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Consent Calendar

MOVED BY VICE CHAIR GONG, SECONDED BY COMMISSIONER STERN AND UNANIMOUSLY CARRIED (ABSENT COMMISSIONER JACKSON), THAT THE CIVIL SERVICE COMMISSION APPROVE ITEMS C-1 AND C-2.

Item C-1

Approval of Minutes for the Regular Meeting of November 5, 2025 and the Special Meetings of October 20, 2025 and October 21, 2025

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF NOVEMBER 5, 2025 AND THE SPECIAL MEETINGS OF OCTOBER 20, 2025 AND OCTOBER 21, 2025.

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Item C-2

Extension of Eligible List(s): Facilities Maintenance Crew Leader

THAT THE CIVIL SERVICE COMMISSION EXTEND THE ELIGIBLE LIST FOR FACILITIES MAINTENANCE CREW LEADER.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Approval of Revised Recruitment Bulletins: 1) Case Manager, and 2) Mental Health Specialist

Chair Van Gelderen moved to approve the revised recruitment bulletins for Case Manager and Mental Health Specialist and Commissioner Stern seconded the motion.

Discussion ensued between staff and Commissioners regarding daily routine servicing of assigned vehicles; equipment

needed with the new Mobile Crisis Team specialized response unit; revisions done after a review of the team and necessary duties; a suggestion to add clarifying language to note that the contents of the vehicle are checked daily; options to provide assistance for Case Management Outreach Workers; training and safety protocol; equipment; the portion of the bulletin being revised; leaving the item as it was rather than delaying it with wording changes; confirmation that routine maintenance servicing of vehicles is handled by Fleet Services; clarification that the duties refer to stocking the vehicle; and a suggestion to add an edit and vote on the edited version of the bulletin.

Additional discussion ensued between staff and Commissioners regarding a suggestion to add "from an accredited university" to minimum requirements for the Mental Health Specialist as is noted on the Case Manager description, and clarification on the requirements in the staff report.

Selamawit Abrha, Human Resources Technician, provided a summary of the material of record.

Further discussion ensued between staff and Commissioners regarding support for adding clarification under Minimum Requirements in the Education and Experience area to indicate "...from an accredited college or university..." to the Mental Health Specialist bulletin for consistency to align with the others; replacing the word "servicing" with "restocking of equipment" in Number 11 for the Case Manager description and Number 13 for the Mental Health Specialist description and add "performs a daily safety check and routine restocking of assigned vehicles" under Job Requirements.

Vice Chair Gong requested an amendment to the original motion to include language as discussed, and Chair Van Gelderen and Commissioner Stern accepted the amendments as proposed.

MOVED BY CHAIR VAN GELDEREN, SECONDED BY COMMISSIONER STERN AND UNANIMOUSLY CARRIED (ABSENT COMMISSIONER JACKSON), THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED RECRUITMENT BULLETIN FOR CASE MANAGER AS AMENDED.
2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR MENTAL HEALTH SPECIALIST AS AMENDED.

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Item A-2

Approval of a New Recruitment Bulletin: Accounting Supervisor

Josseline Hernandez, Human Resources Technician, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding the number of vacant positions and total budget for Culver City.

MOVED BY COMMISSIONER STERN, SECONDED BY VICE CHAIR GONG AND UNANIMOUSLY CARRIED (ABSENT COMMISSIONER JACKSON), THAT THE CIVIL SERVICE COMMISSION: APPROVE THE NEW RECRUITMENT BULLETIN FOR ACCOUNTING SUPERVISOR.

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Item A-3

(1) Discussion and Approval of the Draft Written Report to City Council Regarding Accomplishments by the Civil Service Commission; and (2) Authorize Transmittal of the Report to City Council

Amy Webber, Human Resources Analyst, provided a summary of the material of record noting a typographical error in the second heading in the report that indicated 2025 Plans rather than 2026 Plans.

Discussion ensued between staff and Commissioners regarding updates included that are additions to what was approved last time; the report given to the City Council in September; actions taken during the September, October, and November meetings; a suggestion to add clarification regarding the timeframe covered in the heading so that it reads Civil Service Commission List of Accomplishments from September 2025 to December 2025; lowering vacancy rates and reducing turnover; and providing a narrative of actions and how they help Culver City.

Additional discussion ensued between staff and Commissioners regarding concern with including hearing the disciplinary appeal before it has been decided to be heard; including the item in the next report if it moves forward; hardship with

participating in an 8-day hearing; and agreement to add language to indicate a potential hearing of a disciplinary appeal in April 2026.

MOVED BY CHAIR VAN GELDEREN, SECONDED BY COMMISSIONER STERN AND UNANIMOUSLY CARRIED, (ABSENT COMMISSIONER JACKSON) THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE CONTENTS OF THE WRITTEN REPORT TO CITY COUNCIL REGARDING ACCOMPLISHMENTS WITH APPROVED AMENDMENTS INCLUDING ADDING "FROM SEPTEMBER 2025 TO DECEMBER 2025" UNDER CIVIL SERVICE COMMISSION LIST OF ACCOMPLISHMENTS FOR 2025, ADDING A THIRD BULLET POINT UNDER ACCOMPLISHMENTS TO READ: "TENTATIVELY HEAR ONE DISCIPLINARY APPEAL HEARING IN APRIL 2026 PURSUANT TO CIVIL SERVICE RULES THROUGH TO EXECUTION OF DECISION", AND CORRECT A TYPOGRAPHICAL ERROR TO INDICATE 2026 RATHER THAN 2025; AND,

2. AUTHORIZE STAFF TO FINALIZE THE REPORT AND TRANSMIT IT TO CITY COUNCIL.

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Public Comment - Items NOT on the Agenda (Continued)

Chair Van Gelderen invited public comment.

Amy Webber, Human Resources Analyst, indicated that no requests to speak for Items NOT on the Agenda had been received.

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Items from Staff

Amy Webber, Human Resources Analyst, discussed reports provided to Commissioners; stated that staff had been notified that department legal counsel was no longer available for the tentative start date in April 2026 for the pending hearing the Commission had decided to hear at the October 2025 meeting; she indicated that the date for the hearing would be placed upon the January Commission agenda for discussion; and she noted that the Commission could not discuss the item on the current agenda.

Discussion ensued between staff and Commissioners regarding clarification that the parties involved would be provided

with the option to attend, and Commission consensus was achieved to reconsider whether to send the hearing to a Hearing Officer due to the number of days involved.

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Items from Civil Service Commission Members

Vice Chair Gong wished everyone Happy Holidays.

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Adjournment

There being no further business, at 7:53 P.M., the Civil Service Commission adjourned to a meeting to be held on Wednesday, January 7, 2026.

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

APPROVED _____

Michele Van Gelderen
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