

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

January 6, 2021
7:00 P.M.

Call to Order & Roll Call

Chair Ford called the regular meeting of the Civil Service Commission to order at 7:11 P.M. in Mike Balkman Council Chambers at Culver City Hall via Webex.

Present: Chair Michelle Ford
Vice Chair John Kuechle
Commissioner Danielle Sheppard

Absent: Commissioner Julie Zatz

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Pledge of Allegiance

Vice Chair John Kuechle led the Pledge of Allegiance.

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Public Comment - Items Not On the Agenda

Chair Ford invited public comment.

Amy Webber, Human Resources Analyst, indicated that no public comment had been received for Items Not on the Agenda.

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Receipt and Filing of Correspondence

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

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Presentations

Item P-1

Commendation for Former Commission Member Albert Vera

Amy Webber, Human Resources Analyst, presented the Commendation to former Commissioner Albert Vera and she indicated that due to technical issues, the planned presentation would not be shown, but would instead be distributed to Mr. Vera and to Commissioners, as well as to any interested attendees, after the meeting.

Chair Ford invited public comment.

Amy Webber, Human Resources Analyst, read public comment submitted by former Civil Service Commission Chair Vicki Daly Redholtz congratulating Albert Vera on his election to the City Council, and discussing his service on the Commission.

The following members of the public addressed the Commission:

Jeff Cooper congratulated Albert Vera for his service on the Civil Service Commission and to the community, noting that he would be a great City Council Member.

Staff and Commissioners thanked Albert Vera for his service and congratulated him on his election to the City Council.

Albert Vera thanked everyone for their kind words and acknowledged the importance of the work done by staff.

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Consent Calendar

MOVED BY VICE CHAIR KUECHLE AND SECONDED BY COMMISSIONER SHEPPARD THAT THE CIVIL SERVICE COMMISSION APPROVE ITEMS C-1 AND C-2.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: FORD, KUECHLE, SHEPPARD
NOES: NONE
ABSENT: ZATZ

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF DECEMBER 2, 2020.

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Item C-2

Extension of Eligible Lists: Recreation and Community Services Supervisor

THAT THE CIVIL SERVICE COMMISSION: EXTEND THE ELIGIBLE LIST FOR RECREATION AND COMMUNITY SERVICES SUPERVISOR.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Approval of Revised Classification Specification and Recruitment Bulletin: for Facilities Maintenance Supervisor

Kashawn Mariner, Human Resources Analyst, provided a summary of the material of record, noting that formatting errors in Attachment 2 would be corrected.

Discussion ensued between staff and Commissioners regarding responsibility for verifying expenses and approving before items go to Accounts Payable; adding language to clarify that the position approves expenses but does not actually write checks or make payments; the delivery of street lighting for buses; the original intent to include LEDs and expand electrical services for buses and bus stops; language adjustments to clarify that the position is responsible for the delivery of electrical service for LED, street lighting and traffic signs; and agreement to change the word "provisions" to "provision".

MOVED BY VICE CHAIR KUECHLE AND SECONDED BY COMMISSIONER SHEPPARD THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE CLASSIFICATION SPECIFICATION FOR FACILITIES MAINTENANCE SUPERVISOR AS AMENDED, AND,
2. APPROVE THE RECRUITMENT BULLETIN FOR FACILITIES MAINTENANCE SUPERVISOR AS AMENDED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: FORD, KUECHLE, SHEPPARD
NOES: NONE
ABSENT: ZATZ

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Public Comment - Items NOT on the Agenda (continued)

Chair Ford invited public comment.

Amy Webber, Human Resources Analyst, indicated that no public comment had been received for Items Not on the Agenda.

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Items from Staff

Amy Webber, Human Resources Analyst, reported that the City Council would address filling the vacant seat left by Albert Vera's departure at the January 11, 2021 City Council meeting.

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Items from Commissioners

Chair Ford reported being contacted by the Chair of the Finance Advisory Committee regarding collaboration with the Civil Service Commission on an Innovation and Efficiency Award Ceremony in March, noting that Los Angeles has a similar program to boost morale and express appreciation for staff efforts.

Discussion ensued between staff and Commissioners regarding concern with too many people becoming involved; level of involvement expected of the Commission; and Brown Act Rules.

Commissioner Sheppard proposed a motion to agendaize consideration of collaborating with the Finance Advisory Committee on an Innovation and Efficiency Awards Ceremony in March.

The motion died due to lack of a second.

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Adjournment

There being no further business, at 7:48 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, February 3, 2021.

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Mily C. Huntley, Esq.
Human Resources & Equity Manager, of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED _____

Michelle Ford
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
CITY CLERK

Date