

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

January 2, 2019
7:00 P.M.

Call to Order & Roll Call

Chair Daly Redholtz called the regular meeting of the Civil Service Commission to order at 7:03 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Chair Vicki Daly Redholtz
Vice Chair Albert Vera
Commissioner Darryl Cherness*
Commissioner Michelle Ford
Commissioner John Kuechle

*Commissioner Cherness arrived at 7:09 P.M.

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Pledge of Allegiance

The Pledge of Allegiance was led by Albert Vera.

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Public Comment - Items Not On the Agenda

Chair Daly Redholtz invited public comment.

No cards were received and no speakers came forward.

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Receipt and Filing of Correspondence

None.

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The Consent Calendar was considered out of Sequence.

Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER FORD AND SECONDED BY VICE CHAIR VERA THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE SPECIAL MEETING OF DECEMBER 5, 2018.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DALY REDHOLTZ, FORD, KUECHLE, VERA
NOES: NONE
ABSENT: CHERNESS

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Item C-2

Extension of Eligible Lists: Environmental Compliance Inspector; Sewer Lift Station Electro Mechanic; and Subdrain Worker

MOVED BY COMMISSIONER FORD AND SECONDED BY VICE CHAIR VERA THAT THE CIVIL SERVICE COMMISSION EXTEND THE ELIGIBLE LISTS FOR ENVIRONMENTAL COMPLIANCE INSPECTOR, SEWER LIFT STATION ELECTRO MECHANIC, AND SUBDRAIN WORKER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DALY REDHOLTZ, FORD, KUECHLE, VERA
NOES: NONE
ABSENT: CHERNESS

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Presentations

**Outstanding Job Performance Recognition: Deborah Hong,
Planning Technician, Community Development Current Planning
Division**

Sol Blumenfeld, Community Development Director, recommended Deborah Hong for recognition due to her outstanding work in the Current Planning Division and he discussed some of her accomplishments.

Michael Allen, Current Planning Manager, expressed appreciation to Mr. Blumenfeld and the Commission for recognizing the efforts of Ms. Hong, and he discussed the important accomplishments of Ms. Hong.

Commissioner Cherness joined the meeting.

Deborah Hong, Planning Technician, thanked the City for the opportunity and for the recognition.

Commissioners congratulated Ms. Hong on her recognition and thanked her for the work that she does for the City.

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Item P-2

**Outstanding Job Performance Recognition: Sean Newman, Cement
Finisher, Public Works Maintenance Operations Division**

Tiffany Johnson, Human Resources Technician, introduced the item.

Eric Mirzaian, Maintenance Operations Manager, described the duties and outstanding performance of Sean Newman.

Sean Newman thanked the City for the recognition.

Commissioners thanked Mr. Newman for his diligence, expertise, for the mentoring that he does for other employees, and for his service to the City.

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Item P-3

Outstanding Job Performance Recognition: Lee Torres, Senior Civil Engineer, Public Works Environmental Programs and Operations Division

Tiffany Johnson, Human Resources Technician, introduced the item.

Charles Herbertson, Public Works Director, discussed the recognition process; multiple nominations received for Mr. Torres; longevity and growth of Mr. Torres as an employee; the importance of the work Mr. Torres does for the City; and he discussed some of the projects Mr. Torres is involved in.

Lee Torres, Senior Civil Engineer, expressed appreciation for the recognition and acknowledged the support he has received and the importance of teamwork.

Commissioners thanked Mr. Torres for his service and commitment to Culver City.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

New Classification Specification and Recruitment Bulletin: Recreation and Community Services Coordinator

Ofelia Garcia, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding clarification on the role of the Parks, Recreation and Community Services Commission; the process for vetting the classification specification; clarification that there is no intent to reduce the number of employees overall; required

training and experience; the upcoming larger discussion on training and experience requirements; and Commissioner Kuechle pointed out grammatical errors.

MOVED BY VICE CHAIR VERA, SECONDED BY COMMISSIONER FORD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE CLASSIFICATION SPECIFICATION FOR RECREATION AND COMMUNITY SERVICES COORDINATOR; AND

2. APPROVE THE RECRUITMENT BULLETIN FOR RECREATION AND COMMUNITY SERVICES COORDINATOR.

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Item A-2

Discussion and Consideration to Amend Certain Civil Service Rules and, if so desired, Appoint an Ad Hoc Subcommittee

Serena Wright-Black, Assistant City Manager, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding efficiencies with using a subcommittee; the clear desire of the Commission to amend the rules; process; the need for formal direction; collaboration between the subcommittee and staff; timing; concern that Chair Daly Redholtz will be termed out in July; nominations; and opportunities to add items to the list.

MOVED BY COMMISSIONER FORD, SECONDED BY COMMISSIONER CHERNESS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

(1) DISCUSS AMENDING THE CIVIL SERVICE RULES AND PROVIDE DIRECTION TO STAFF AS APPROPRIATE; AND

(2) APPOINT CHAIR DALY REDHOLTZ AND COMMISSIONER KUECHLE TO SERVE ON AN AD HOC SUBCOMMITTEE TO REVIEW RULES AND PROPOSE AMENDMENTS.

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Public Comment - Items NOT on the Agenda (continued)

Chair Daly Redholtz invited public comment.

No speakers came forward and no cards were received.

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Items from Staff

Serena Wright-Black, Assistant City Manager, discussed items coming forward in February.

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Items from Commissioners

Commissioners extended best wishes for the New Year to everyone.

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Adjournment

There being no further business, at 7:52 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, February 6, 2019 in the Mike Balkman Council Chambers at City Hall.

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Serena Wright-Black
ASSISTANT CITY MANAGER of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED _____

VICKI DALY REDHOLTZ
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