

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

June 1, 2022
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:04 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Chair John Kuechle
Vice Chair Chi Ming Gong
Commissioner Stewart Bubar
Commissioner Michele Van Gelderen

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Pledge of Allegiance

Chair Kuechle led the Pledge of Allegiance.

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Public Comment - Items Not On the Agenda

Chair Kuechle 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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Presentation Items

Item P-1

**Outstanding Job Performance Recognition: Jeanine Plute,
Senior Management Analyst for the Police Operating Bureau,
Police Department**

Amy Webber, Human Resources Analyst, introduced the item.

Jason Sims, Assistant Chief of Police, discussed the outstanding performance of Jeanine Plute and highlighted her dedication during the COVID-19 pandemic securing personal protective equipment (PPE) for all City staff.

Jeanine Plute thanked the City for the honor and expressed appreciation for the ability to serve.

Commissioners thanked Ms. Plute for her dedicated services to the City and all her efforts during the COVID-19 pandemic.

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Consent Calendar

MOVED BY JOHN KUECHLE AND SECONDED BY COMMISSIONER BUBAR THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1 AND C-2.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: KUECHLE, GONG, BUBAR, VAN GELDEREN
NOES: NONE
ABSTAIN: NONE

Item C-1

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR CIVIL SERVICE COMMISSION MEETING OF APRIL 6, 2022 AS SUBMITTED.

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Item C-2

Extension of Eligible List: SENIOR ACCOUNTANT

THAT THE CIVIL SERVICE COMMISSION:

1. EXTEND THE ELIGIBLE LIST FOR SENIOR ACCOUNTANT.

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Action Items

Item A-1

Discussion and Direction Regarding the Civil Service Commission Regular Monthly Meetings

Chair Kuechle and the Commission discussed the notification procedure to be followed when Commission meetings are cancelled; notice to Chair; notice to full Commission; consideration of items on the agenda; method of communication. Commission requested that staff follow the guidelines in the policy along with notifying the Chair prior to meeting cancellation. Commission requested that the Vice Chair be included in the notification process.

MOVED BY JOHN KUECHLE AND SECONDED BY COMMISSIONER BUBAR THAT THE CIVIL SERVICE COMMISSION PROVIDE DIRECTION TO STAFF TO FOLLOW THE POLICY GUIDELINES FOR MEETING CANCELLATION INCLUDING NOTIFICATION OF THE CHAIR AND VICE CHAIR PRIOR TO MEETING CANCELLATION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: KUECHLE, GONG, BUBAR, VAN GELDEREN
NOES: NONE
ABSENT: NONE

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Public Comment - Items NOT on the Agenda (Continued)

Chair Kuechle 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 Commissioners

Amy Webber, Human Resources Analyst, indicated that this meeting would be Chair Kuechle's last meeting as part of the Commission.

Chair Kuechle shares his appreciation to staff and commissioners and thanks the City for the ability to serve the Commission for the past seven years.

Vice Chair Gong and Commissioners Bubar and Van Gelderen expressed appreciation for Chair Keuchle's dedication and time served with the Commission.

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Items from Staff

Amy Webber, Human Resources Analyst, provides update regarding applications for current Commission vacancies and when City Council plans to consider appointments.

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Adjournment

There being no further business, at 7:31P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, July 6, 2022.

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

APPROVED _____

John Kuechle
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