

SPECIAL MEETING OF THE
CIVIL SERVICE COMMISSION,
CULVER CITY, CALIFORNIA

FEBRUARY 1, 2017
7:34 P.M.

Call to Order & Roll Call

Chair Cherness called the Special Meeting of the Civil Service Commission to order at 7:34 P.M.

Present: Chair Darryl Cherness
Vice Chair John Kuechle
Commissioner Vicki Daly Redholtz
Commissioner Vince Motyl
Commissioner Albert Vera

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Public Comment - Items Not On the Agenda

Chair Cherness invited public comment.

No speakers came forward and no cards were received.

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Presentation

Item P-1

Training: Overview of Conducting Meetings and Administrative Hearings for the Civil Service Commission.

Michael Jenkins from Jenkins and Hogin, LLP, provided an introduction to the training and described his background and experience as counsel to public bodies.

Mr. Jenkins provided an overview and training of the following:

The Civil Service Commission's role as described within Civil Service Rule 2; the basic functions included duties pertaining to recruitment, classified service, disciplinary cases, and being an advisory body; subordinate body with limited jurisdiction; discussion regarding a City Manager form of government (since 2006); state statute sets how city is operated; City Manager authority as CEO; Commissions serve as advisory body to City Council; authority extended through the

Municipal Code; and topics should be within codified designation.

Civil Service Commission is a Brown Act body; discussion of Brown Act training; regular meetings governed by Brown Act; Commission permitted discussions and ability to take action for items on the agenda only; members of public permitted to provide comments to Commission for items not on the agenda; formal meetings vs. informal meetings - formality is discretionary; factors to consider include: audience members, what is welcoming, consensus of Commission on how to conduct the meetings.

Role of the Chair; manage comments and questions from other members; members speak through the chair (formal style); Commission should accept the Chair's style choice; Overrule Chair's style choice by majority; method or approach decided by Chair for each Chair; and hearings formal.

Conducting Appeal Hearings; Discussion between trainer, staff, and Commissioners included formality necessary; reference persons by Mr. or Ms. and Commissioners as "Commissioner" similar to a court room; role of Commission during hearings; function requires fairness; impartiality - notify staff when unable to be impartial; recusal when relationship impairs impartiality; and ascertain truth through two roles: 1) Fact Finder - attempt to understand the truth and 2) Drawing conclusions based on facts.

Separation of two roles; open ended questions soliciting facts; okay to show emotion; note taking; follow-up questions; Re-cross examination; conducting hearing meetings; five members provide input for finding the truth; City has burden of truth; City shows supporting facts and why discipline given; evidentiary standards; appeal process uniqueness; substantial evidence equals enough evidence in record that is not contradicting; combative parties - Commission remain in control; be direct; take recesses to keep control; role and use of Commission Counsel; and advance game plan.

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Public Comment - Items NOT on the Agenda (continued)

Chair Cherness invited public comment.

No speakers came forward and no cards were received.

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Adjournment

There being no further business, at 9:05 P.M., the Civil Service Commission adjourned to a meeting to be held at 7:00 P.M. on Wednesday, March 1, 2017 in the Mike Balkman Council Chambers at City Hall.

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Serena Wright-Black
ADMINISTRATIVE SERVICES DIRECTOR of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED March 1, 2017

DARRYL CHERNESS
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
DEPUTY CITY CLERK

Date
