

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

July 5, 2017
7:00 P.M.

Call to Order & Roll Call

Chair Cherness called the meeting of the Civil Service Commission to order at 7:02 P.M.

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

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Pledge of Allegiance

The Pledge of Allegiance was led by Vince Motyl.

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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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Receipt and Filing of Correspondence

None.

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Item P-1

Outstanding Job Performance Recognition: Enrique "Henry" Barba, Maintenance Plumber, Public Works Maintenance Operations Division

Amy Webber, Human Resources Analyst, introduced the item.

Eric Mirzaian, Maintenance Operations Manager, publicly acknowledged Enrique Barba for his performance.

Enrique Barba, Maintenance Plumber, thanked the City and his co-workers for the honor.

Commissioners thanked Mr. Barba for his dedication and service.

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Consent Calendar

MOVED BY COMMISSIONER VERA, SECONDED BY COMMISSIONER DALY REDHOLTZ AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE ITEMS C-1, C-2 AND C-3.

Item C-1

Meeting Minutes

Vice Chair Kuechle felt that the minutes should have reflected that staff had agreed to bring an item back to the Commission in June rather than at a future date as noted, and he felt it should be noted that the Commission had received assurances that nothing would be done with regard to the management program until the item was brought back before the Commission.

Serena Wright-Black, Administrative Services Director, indicated that corrections would be made, nothing had happened on the management program item, and the item would be brought back at the August meeting.

THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF MAY 3, 2017 AS CORRECTED.

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Item C-2

Extension of Eligible Lists: Sanitation Roll Off Driver and Solid Waste and Recycling Crew Supervisor

THAT THE CIVIL SERVICE COMMISSION EXTEND THE ELIGIBLE LISTS FOR SANITATION ROLL OFF DRIVER AND SOLID WASTE AND RECYCLING CREW SUPERVISOR.

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Item C-3

Destruction of Examination Materials in the Administrative Services Department Which are More than Two Years Old

THAT THE CIVIL SERVICE COMMISSION APPROVE THE REQUEST AND REFER TO THE CITY COUNCIL THE COMMISSION'S RECOMMENDATION TO ADOPT A RESOLUTION AUTHORIZING THE DESTRUCTION OF EXAMINATION MATERIALS IN THE ADMINISTRATIVE SERVICES DEPARTMENT WHICH ARE MORE THAN TWO (2) YEARS OLD.

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Action Item

Item A-1

(1) Administration of the Oath of Office to Appointed Commission Member; and (2) Selection of the Chair and Vice Chair

Serena Wright-Black, Administrative Services Director, administered the oath of office to re-appoint Commissioner Darryl Cherness.

MOVED BY COMMISSIONER VERA, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED THAT THE CIVIL SERVICE COMMISSION APPOINT JOHN KUECHLE TO SERVE AS CHAIR AND VICKI DALY REDHOLTZ TO SERVE AS VICE CHAIR OF THE CIVIL SERVICE COMMISSION FOR FISCAL YEAR 2017-2018.

Vice Chair Daly Redholtz thanked former Chair Cherness for his service and leadership over the past year, and she congratulated Chair Kuechle on his appointment.

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Item A-2

New Classification Specification: Payroll Analyst

Amy Webber, Human Resources Analyst, provided a summary of the material of record noting that the Commission had been provided with an updated organizational chart indicating that it is a draft copy.

Discussion ensued between staff and Commissioners regarding corrections to clerical errors including clarification that the Budget and Accounting Operations Manager should read Budget and Financial Operations Manager, and Payroll Analyst is a new classification rather than a revised classification.

MOVED BY VICE CHAIR DALY REDHOLTZ, SECONDED BY COMMISSIONER CHERNESS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR PAYROLL ANALYST WITH THE ABOVE CORRECTIONS.

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Item A-3

Revised Classification Specification: Payroll Technician

Amy Webber, Human Resources Analyst, provided a summary of the material of record.

Vice Chair Daly Redholtz received clarification that the title correction previously discussed would be made within this document as well.

MOVED BY COMMISSIONER VERA, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR PAYROLL TECHNICIAN WITH THE ABOVE CORRECTION.

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Public Comment - Items NOT on the Agenda (continued)

Chair Kuechle invited public comment.

No speakers came forward and no cards were received.

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Items from Commissioners

Vice Chair Daly Redholtz discussed the passing of Planning Commissioner Scott Wyant asking that the meeting be adjourned in his memory, and she extended warm wishes to Madeline Ehrlich.

Chair Kuechle asked that the meeting be adjourned in memory of Rick Hodges.

MOVED BY VICE CHAIR DALY REDHOLTZ, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT WHEN THIS MEETING IS ADJOURNED, THAT IT BE ADJOURNED IN MEMORY OF SCOTT WYANT AND RICK HODGES, AND THAT WARM WISHES BE SENT TO MADELINE EHRLICH.

Chair Kuechle discussed a hearing that was settled last month and suggested that the City have a different approach as he did not want to see the Commission faced with making difficult medical judgements as to which doctor is right.

Discussion ensued between staff and Commissioners regarding regimented regulations from the Department of Transportation; complexities of the case beyond whether or not to take the test; clarification that the test was taken; and staff agreed to furnish additional details of the case to Commissioners noting other measures in place to address issues.

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Items from Staff

Serena Wright-Black, Administrative Services Director, discussed signage and new parking control equipment being installed in the City Hall parking garage; she thanked

Commissioner Cherness for his service as Chair and congratulated him on his reappointment; and she congratulated Chair Kuechle and Vice Chair Daly Redholtz on their appointments.

Discussion ensued between staff and Commissioners regarding validation and payment; one hour of free parking; concern with traffic backups; City Council meetings; Kirk Douglas Theatre parking; and measures in place to address issues.

Amy Webber, Human Resources Analyst, reported that new parking placards had been distributed to Commissioners; she reported that the City Clerk had sent out an email to Commissioners regarding completion of Form 700 noting that she could furnish the email if it had not been received; she clarified that all City business should be conducted using a City email address and noted reasons for that; discussed completion of the Seamless Doc with regards to email address that was included in the ethics training email; and she clarified that with regard to an inquiry from Commissioner Daly Redholtz, the agenda template is consistent with Commission-level bodies though slightly different from the City Council template which is the primary legislative body for the City and provides two opportunities to provide comments from Members.

Chair Kuechle asked that email instructions be re-sent to him and he questioned whether a formal motion was necessary to adjourn.

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Adjournment

There being no further business, at 7:43 P.M., the Civil Service Commission adjourned in memory of Scott Wyant and Rick Hodges with warm wishes sent to Madeline Ehrlich, to a meeting to be held at 7:00 P.M. on Wednesday, August 2, 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 August 2, 2017

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