

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

March 7, 2018
7:00 P.M.

Call to Order & Roll Call

Chair Kuechle called the meeting of the Civil Service Commission to order at 7:02 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Chair John Kuechle
Commissioner Darryl Cherness
Commissioner Albert Vera

Absent: Vice Chair Vicki Daly Redholtz

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Pledge of Allegiance

The Pledge of Allegiance was led by Serena Wright-Black, Administrative Services Director.

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Public Comment - Items Not On the Agenda

Chair Kuechle invited public comment.

No cards were received and no speakers came forward.

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Chair Kuechle asked that item A-1 be moved forward on the agenda to allow the newly appointed Commissioner to be sworn in.

Action Items

Item A-1
(Out of Sequence)

Administration of the Oath of Office to Appointed Commission Member

Amy Webber, Human Resources Analyst, administered the Oath of Office to newly appointed Commissioner Michelle Ford.

Commissioner Ford expressed gratitude to Commissioners friends, family and staff.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER VERA AND SECONDED BY COMMISSIONER CHERNESS THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF FEBRUARY 7, 2018.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, VERA
ABSENT: DALY REDHOLTZ
ABSTAIN: FORD

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Order of the Agenda

No further changes were made to the order of the agenda.

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Item A-2

New Classification Specification: Fire Marshal

Serena Wright-Black, Administrative Services Director, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding clarification that Fire Marshal Mike Nagy currently handles the position; prior to establishing the Assistant Fire Chief and the Fire Marshal positions, they were assignments out of the Battalion Chief classification specification, but CalPERS determined those not to be appropriate assignments under the Code of Regulations so stand-alone class specifications were created but the same person is doing the same duties; there are three Battalion Chiefs, one Fire Marshal and one Assistant Chief; and there will be the same number of people doing the same things but one is officially a Fire Marshal instead of a Battalion Chief doing the duties of a Fire Marshal.

MOVED BY COMMISSIONER CHERNESS AND SECONDED BY COMMISSIONER VERA THAT THE CIVIL SERVICE COMMISSION APPROVE NEW CLASSIFICATION SPECIFICATION: FIRE MARSHAL.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, FORD, KUECHLE, VERA

NOES: NONE

ABSENT: DALY REDHOLTZ

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Item A-3

Discussion Regarding the Civil Service Commission's Initial Recommendations to City Council for the Fiscal Year 2018/2019 Administrative Services Department Budget

Serena Wright-Black, Administrative Services Director, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding departmental work plan meetings; the status of work plan items approved in the last fiscal year; proposed work plan items for the next fiscal year; financial obligations in support of the programs; software; improving efficiencies; budgeting for training; harassment training; additional opportunity for input at the April Commission meeting; accountability for fraud, waste and abuse; oversight of the budget process; educational training; City Council receptiveness to improving efficiencies; budget implications for the pre-supervisory training program; clarification that the program had been put on hold; the supervisory training program; and clarification

that no motion is necessary.

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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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Receipt and Filing of Correspondence

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

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Items from Staff

Serena Wright-Black, Administrative Services Director, welcomed Commissioner Ford; responded to comments regarding employee recognition from the previous meeting; discussed permanent recognition for employees recognized for outstanding service; pictures displayed, and name plates in the Public Works department; the Wall of Fame; concern with the small number of departments participating in the Employee Recognition programs; different recognition types for different departments; employees uncomfortable with public acknowledgement; providing options to employees; the administrative procedure policy regarding the appropriate use of funds for employee recognition; the prohibition of gift cards; and clarification that all gifts are to be non-cash gifts.

Amy Webber, Human Resources Analyst, welcomed Commissioner Ford; reminded Commissioners to turn in Form 700; and she distributed updated rosters with contact information.

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Items from Commissioners

Commissioner Vera reported the passing of Steve Rose.

MOVED BY COMMISSIONER VERA AND SECONDED BY COMMISSIONER
CHERNESS THAT WHEN THIS MEETING IS ADJOURNED, THAT IT BE
ADJOURNED IN MEMORY OF STEVE ROSE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, FORD, KUECHLE, VERA

NOES: NONE

ABSENT: DALY REDHOLTZ

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Adjournment

There being no further business, at 7:24 P.M., the Civil Service Commission adjourned in memory of Steve Rose to a meeting to be held at 7:00 P.M. on Wednesday, April 4, 2018 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 _____ April 4, 2018

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