

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

July 3, 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 7:02 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

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**Pledge of Allegiance**

The Pledge of Allegiance was led by Chair Daly Redholtz.

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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**

Staff reported that no correspondence had been received.

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**Consent Calendar**

Item C-1

**Meeting Minutes**

MOVED BY COMMISSIONER FORD, SECONDED BY COMMISSIONER CHERNESS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF JUNE 5, 2019.

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**Order of the Agenda**

No changes were made.

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**Action Items**

Item A-1

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

Discussion ensued between staff and Commissioners regarding procedures; the actual date for the end of the term of Chair Daly Redholtz on June 30, 2019; the tradition of stepping down at the July meeting; and order of actions.

Staff administered the Oath of Office to Michelle Ford.

Chair Daly Redholtz thanked staff and fellow Commissioners for their help and support.

Serena Wright-Black, Assistant City Manager, thanked Chair Daly Redholtz for her service.

Commissioners thanked Chair Daly Redholtz for her leadership and thoughtful consideration of issues.

Discussion ensued between staff and Commissioners regarding

the protocol for choosing the Vice Chair.

MOVED BY COMMISSIONER KUECHLE, SECONDED BY COMMISSIONER FORD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION SELECT VICE CHAIR VERA TO SERVE AS CHAIR, AND COMMISSIONER CHERNESS TO SERVE AS VICE CHAIR UNTIL THE NEXT REORGANIZATION IN JULY 2020 OR THEREAFTER.

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Item A-2

**New Classification Specification: Recreation and Community Services Manager**

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

Discussion ensued between staff and Commissioners regarding new ideas brought in by the new Director; clarification regarding Commission purview and authority; language of the rules; clarification on who makes the actual decisions; addressing the need to clarify language in the subcommittee; the ability of employees to come before the Commission to voice concerns; duties of the Recreation and Community Services Manager; supervisory duties; corrections were made to typographical errors and to clarify language; clarification that subcontractors should not be included; clarification regarding who is in charge when the Director is not present; licensing and certificate requirements; and clarification that there is one job classification for two positions.

MOVED BY COMMISSIONER KUECHLE, SECONDED BY VICE CHAIR CHERNESS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR RECREATION AND COMMUNITY SERVICES MANAGER WITH CHANGES AS DISCUSSED.

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**Public Comment - Items NOT on the Agenda (continued)**

Chair Vera invited public comment.

No speakers came forward and no cards were received.

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**Items from Staff**

None.

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**Items from Commissioners**

None.

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**Adjournment**

There being no further business, at 7:27 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, August 7, 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 \_\_\_\_\_

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ALBERT VERA  
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.

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Jeremy Green  
CITY CLERK

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Date