

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

August 5, 2020
7:00 P.M.

Call to Order & Roll Call

Chair Ford called the regular meeting of the Civil Service Commission to order at 7:07 P.M. in Mike Balkman Council Chambers at Culver City Hall via teleconference.

Present: Chair Michelle Ford
Vice Chair John Kuechle
Commissioner Danielle Sheppard
Commissioner Julie Zatz
Commissioner Albert Vera*

*Commissioner Vera joined the meeting during the Closed Session item at 8:23 p.m.

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Pledge of Allegiance

Julie Zatz led the Pledge of Allegiance.

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Public Comment - Items Not On the Agenda

Chair Ford invited public comment.

No public comment was received.

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Receipt and Filing of Correspondence

No correspondence was received.

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Presentations

Item P-1

**Outstanding Job Performance Recognition: Gabriel Aquino,
Facilities Maintenance Worker, Public Works Maintenance
Operations Division**

Amy Webber, Human Resources Analyst, introduced the item.

Charles Herbertson, Public Works Director, congratulated Gabriel Aquino for his efforts and thanked the entire maintenance team for their work supporting the needs of the City's infrastructure during the pandemic.

Eric Mirzaian, Maintenance Operations Manager, thanked the Civil Service Commission for the opportunity to recognize the hard work of employees; noted efforts to keep core services going during the pandemic; and he expressed appreciation for the work ethic, versatility and initiative of Gabriel Aquino.

Gabriel Aquino, Facilities Maintenance Worker, expressed appreciation for the recognition; thanked his co-workers; and he indicated that the work was fulfilling.

Commissioners thanked Gabriel Aquino for his service.

Chair Ford reported that Item A-1 had been removed from the agenda.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY VICE CHAIR KUECHLE AND SECONDED BY COMMISSIONER SHEPPARD THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF JULY 1, 2020 AS SUBMITTED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: FORD, KUECHLE, SHEPPARD, ZATZ
NOES: NONE
ABSENT: VERA

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Item C-2

Extension of Eligible List: Firefighter

MOVED BY VICE CHAIR KUECHLE AND SECONDED BY COMMISSIONER ZATZ THAT THE CIVIL SERVICE COMMISSION: EXTEND THE ELIGIBLE LIST FOR FIREFIGHTER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: FORD, KUECHLE, SHEPPARD, ZATZ

NOES: NONE

ABSENT: VERA

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Order of the Agenda

Item A-1 was removed from the agenda for consideration at a later date.

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Action Items

Item A-1

Approval of Three (3) Revised Classification Specifications and Recruitment Bulletins: Administrative Clerk, Secretary and Administrative Secretary

This item was removed from the agenda for consideration at a future meeting.

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Cristina Talley discussed a pending personnel appeal; receipt of a stipulation signed by the appellant and the City requesting that the administrative appeal hearing that was set to begin on August 10, 2020 be continued until August 24, 2020; the need for additional time for the parties to engage in good faith negotiations; Brown Act rules; the need to add an item to the agenda requiring immediate action and the need for action came to the attention of the City subsequent to the agenda being posted; and the need for a motion to add the item to the agenda in order to consider the parties' request.

MOVED BY VICE CHAIR KUECHLE AND SECONDED BY COMMISSIONER SHEPPARD THAT AN ITEM THAT AROSE SUBSEQUENT TO THE POSTING OF THE AGENDA BE ADDED FOR CONSIDERATION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: FORD, KUECHLE, SHEPPARD, ZATZ
NOES: NONE
ABSENT: VERA

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Item A-2

Consideration of Stipulation to Continue Hearing to August 24, 2020

Discussion ensued between staff and Commissioners regarding the process; scheduling; and availability.

Sarah Martoccia, Fire Department Representative, discussed scheduling; clarification that the request was to change the dates for next week and the other four previously agreed upon dates would remain; length of the case; the potential for settlement; the possible necessity for additional dates after September 2, 2020; and the straightforward nature of the case.

Discussion ensued between staff and Commissioners regarding the evidentiary hearing; best use of time; the Pitchess motion; concern with the potential for a request for additional time to prepare the presentation after the motion is decided; impact of the Pitchess motion; the number of days to hear the case; the number of pertinent witnesses; evidence; allowing both parties a reasonable amount of time to present their case; Commission discretion; limiting the length of time to improve efficiency; clarification that the appellant's counsel was not able to join the current meeting due to a previous commitment; agreement by both parties to the extension; and the stipulation.

MOVED BY COMMISSIONER SHEPPARD AND SECONDED BY VICE CHAIR KUECHLE TO BEGIN THE HEARING ON AUGUST 24, 2020.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: FORD, KUECHLE, SHEPPARD, ZATZ
NOES: NONE
ABSENT: VERA

Amy Webber, Human Resources Analyst, indicated that a notice of special meeting would be posted and would be information provided to Commissioners via their City email.

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Public Comment - Items NOT on the Agenda (continued)

Chair Ford invited public comment.

Amy Webber, Human Resources Analyst, indicated that no public comment had been received.

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Items from Staff

None.

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Items from Commissioners

Vice Chair Kuechle asked about the status of the previously formed subcommittee to revise Civil Service rules.

Discussion ensued between staff and Commissioners regarding members serving on the subcommittee and agreement to revisit the process.

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Closed Session

At 7:59 p.m., Chair Ford recessed the meeting to Closed Session to consider the following item:

CS-1 Closed Session: Pursuant to Government Code 54957(b): Public Employee Discipline / Dismissal / Release

Commissioner Vera joined the Closed Session at 8:23 P.M.

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Reconvene

At 9:22 P.M., Chair Ford reconvened the meeting of the Civil Service Commission with five Commissioners present.

MOVED BY VICE CHAIR KUECHLE, SECONDED BY COMMISSIONER ZATZ AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION CONSIDER A REQUEST TO CONTINUE THE ADMINISTRATIVE HEARING SCHEDULED FOR AUGUST 10, 2020 TO A SPECIAL MEETING DATE OF AUGUST 13, 2020.

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Adjournment

There being no further business, at 9:29 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, September 2, 2020.

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Mily C. Huntley, Esq.
HUMAN RESOURCES & EQUITY MANAGER of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED _____

Michelle Ford
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