

SPECIAL MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

March 11, 2021
7:00 P.M.

Call to Order & Roll Call

Chair Ford called the special meeting of the Civil Service Commission to order at 7:06 P.M. in Mike Balkman Council Chambers at Culver City Hall via Webex.

Present: Chair Michelle Ford
Vice Chair John Kuechle
Commissioner Danielle Sheppard

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Pledge of Allegiance

Vice Chair Kuechle led the Pledge of Allegiance.

Chair Ford asked that Item A-1 be moved forward on the agenda.

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Action Items

Item A-1
(Out of Sequence)

Administration of the Oath of Office to New Commission Member(s)

Amy Webber, Human Resources Analyst, introduced the item and administered the Oath of Office to Chi Gong and Robert Greenspan.

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Public Comment - Items Not On the Agenda

Chair Ford invited public comment.

Amy Webber, Human Resources Analyst, indicated that no public comment had been received for Items Not on the Agenda.

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Receipt and Filing of Correspondence

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

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Presentations

Item P-1

Outstanding Job Performance Recognition: Richard Solis, Public Works Mobility and Traffic Engineering Division

Amy Webber, Human Resources Analyst, introduced the item.

Heba El-Guindy, Mobility and Transportation Engineering Manager, presented the Outstanding Job Performance Recognition for Richard Solis, Senior Traffic Engineering Technician; discussed the increased workload with the pandemic; and establishment of new programs.

Gabe Garcia, Traffic Engineering Manager, discussed the expertise of Mr. Solis.

Commissioners extended congratulations to Mr. Solis; discussed recognition of the professionalism brought to the job; and suggested additional recognition available to the general public.

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Item P-2

Outstanding Job Performance Recognition: Colleen Gong, Public Works Maintenance Operations Division

Amy Webber, Human Resources Analyst, introduced the item.

Randy Lubec, Maintenance Operations Assistant Manager, presented the Outstanding Job Performance Recognition to Colleen Gong and discussed her extensive service to the City.

Colleen Gong thanked the City for the recognition.

Amy Webber, Human Resources Analyst, discussed excellent work done by Ms. Gong and thanked her for her service.

Commissioners thanked Ms. Gong for her service to the City; noted the importance of positive customer service experiences; and expressed appreciation for the breadth of tasks handled.

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Item P-3

Outstanding Job Performance Recognition: Amanake Vaea, Public Works Engineering Services Division

Amy Webber, Human Resources Analyst, introduced the item.

Charles Herbertson, Public Works Director, presented the Engineering Division Employee of the Year Award on behalf of Mate Gaspar who could not be present, and he discussed the experience, expertise and many accomplishments of Mr. Vaea.

Amanake Vaea thanked his supervisor Mate Gaspar, and Charles Herbertson for presenting the award, and he discussed his positive experiences working for the City.

Commissioners thanked Mr. Vaea for his service to the City.

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Item P-4

Outstanding Job Performance Recognition: John Lee, Public Works Environmental Programs and Operations Division

Amy Webber, Human Resources Analyst, introduced the item.

Kim Braun, Maintenance Programs and Operations Manager, provided background on the Environmental Programs and Operations Division.

James Pledger, Assistant Environmental Programs and Operations Manager, presented the Outstanding Job Performance Recognition to Sanitation Driver, John Lee.

Commissioners expressed appreciation for the dedicated service of Mr. Lee.

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Item P-5

Outstanding Job Performance Recognition: Otis Belisle, Public Works Environmental Programs and Operations Division

Amy Webber, Human Resources Analyst, introduced the item.

Charles Herbertson, Public Works Director, presented the Employee of the Year Award for the Environmental Programs and Operations Department to Otis Belisle; he discussed commitment to the job; work ethic; diligence; and accomplishments of Mr. Belisle.

Otis Belisle expressed appreciation for the recognition.

Commissioners thanked Mr. Belisle for his dedication and service.

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Item P-6

Posthumous Recognition for Former Commissioner Julie Zatz

Mily Huntley, Human Resources and Equity Manager, congratulated those who had received outstanding job recognitions; she reported on the passing of Julie Zatz; discussed her service to the country as an Assistant Attorney General; her tenure on the Commission; and her beloved dogs.

Commissioners discussed positive interactions with Ms. Zatz indicating that they would miss her strength and sense of humor.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY VICE CHAIR KUECHLE, SECONDED BY COMMISSIONER SHEPPARD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF JANUARY 6, 2021.

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Item C-2

Extension of Eligible Lists: Fire Engineer (Promotional), Permit Technician II, and Revenue and Budget Supervisor

Amy Webber, Human Resources Analyst, introduced the item.

MOVED BY VICE CHAIR KUECHLE, SECONDED BY COMMISSIONER GREENSPAN AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. EXTEND THE ELIGIBLE LIST FOR FIRE ENGINEER (PROMOTIONAL), AND,
2. EXTEND THE ELIGIBLE LIST FOR PERMIT TECHNICIAN II, AND,
3. EXTEND THE ELIGIBLE LIST FOR REVENUE AND BUDGET SUPERVISOR.

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Order of the Agenda

Item A-1 was moved forward on the agenda.

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Item A-2

Discussion Regarding the Civil Service Commission's Initial Recommendations to the City Council for the Fiscal Year 2021/2022 Human Resources Division Budget

Mily Huntley, Human Resources and Equity Manager, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding budgeting for revising the Civil Service Rules; approval of the eligible list; the process for taking action; whether continuing an approved process needed to be agendized again; comments received from the previous ad hoc subcommittee; concern with delaying the item further; the need for staff to research the matter and return with additional information; establishment of a new ad hoc subcommittee; Brown Act Rules; concern by new Commissioners with not having enough knowledge

of Commission business to make recommendations; and staff agreement to investigate what additional resources might be needed to update the Civil Service Rules and add that request to the budget for consideration by the City Council.

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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 for Items Not on the Agenda.

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Items from Staff

Amy Webber, Human Resources Analyst, reminded Commissioners to complete their Conflict of Interest Code Form 700.

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Items from Commissioners

Commissioner Greenspan indicated that he was looking forward to working with everyone.

Chair Ford welcomed the new Commissioners.

MOVED BY COMMISSIONER SHEPPARD, SECONDED BY VICE CHAIR KUECHLE AND UNANIMOUSLY CARRIED, THAT THE MEETING BE ADJOURNED IN MEMORY OF JULIE ZATZ.

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Adjournment

There being no further business, at 8:39 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, April 7, 2021.

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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