

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

April 7, 2021  
7:00 P.M.

**Call to Order & Roll Call**

Chair Ford 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 via Webex.

Present: Chair Michelle Ford  
Vice Chair John Kuechle  
Commissioner Chi Ming Gong  
Commissioner Robert Greenspan

Absent: Commissioner Danielle Sheppard

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**Pledge of Allegiance**

Commissioner Gong led the Pledge of Allegiance.

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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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**Consent Calendar**

Item C-1

**Meeting Minutes**

MOVED BY VICE CHAIR KUECHLE AND SECONDED BY COMMISSIONER GREENSPAN THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE SPECIAL MEETING OF MARCH 11, 2021.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: FORD, GONG, GREENSPAN, KUECHLE

NOES: NONE

ABSENT: SHEPPARD

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**Order of the Agenda**

No changes were made.

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**Action Items**

Item A-1

**Approval of (1) Revised Classification Specification: Housing Programs Administrator, and (2) New Classification Specification: Housing & Rent Stabilization Coordinator**

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

Discussion ensued between staff and Commissioners regarding the Civil Service Rules; the role of the Commission; substantive issues under the purview of the City Council; past practice vs. the actual rules; the need to provide the

Commission with information in order to analyze items on a substantive basis; concern with voting on something that cannot be substantively reviewed; concern that the position would be interpreting and applying the law but does not require legal training nor legal consultation; staffing requirements; resource allocation; a request for additional information on position workload; clarification that the position would be under the Community Development Department; number of people anticipated to be served; eligible vs. registered units; volume of email and phone calls; additional staffing to address the workload; hearings; oversight of the Section 8 program; work with outside legal counsel; and oversight of former Redevelopment Agency programs.

Chair Ford invited a motion. No motion was received.

Additional discussion ensued between staff and Commissioners regarding the ability to bring back the item; information necessary for the item to move forward; and revision of the Civil Service Rules in order to reconcile the role of the Commission as written vs. what is expected.

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Item A-2

**Discussion and Appointment of New Ad Hoc Subcommittee Members to Review Certain Civil Service Rules for Possible Revision**

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

Discussion ensued between staff and Commissioners regarding the origin of the item; items that seemed like they should be decided by staff as the Commission has no purview; the need to have the rules say what the City Council wants them to say; work that still needs to be done; Brown Act Rules; the process to revise the Civil Service Rules; delays; ensuring that concerns are addressed appropriately; whether the subcommittee should remain ad hoc, or whether the issue should be addressed by the Commission as a whole; allowable actions for the current agenda item; clarification that the only item currently before the Commission is whether to appoint new members to the ad hoc subcommittee; the fact that it is easier to coordinate meetings with two people than five people; work already accomplished; the task of crafting the changes; limited staff resources; clarification that the ad hoc subcommittee would

not be able to meet with staff until July; the technical nature of the issue; previous consideration of the item; the inability to make progress without staff input; staff agreement to provide the previously proposed re-writes; language of the rules and subrules as discussed in 2019; and Commission consensus to have the item brought back with an option to consider reviewing the rules as a whole and a copy of the rules that were under review by the prior ad hoc subcommittee inclusive of changes proposed by the subcommittee and incorporated by staff to be provided to the Commission.

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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**

None.

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**Items from Commissioners**

None.

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**Adjournment**

There being no further business, at 8:11 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, May 5, 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 \_\_\_\_\_

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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.

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Jeremy Green  
CITY CLERK

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Date