

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

August 4, 2021
7:00 P.M.

Call to Order & Roll Call

Chair Kuechle called the regular meeting of the Civil Service Commission to order at 7:00 P.M. in Mike Balkman Council Chambers at Culver City Hall via Webex.

Present: Chair John Kuechle
Commissioner Stewart Bubar
Commissioner Chi Ming Gong
Commissioner Robert Greenspan

Absent: Vice Chair Danielle Sheppard

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Pledge of Allegiance

Commissioner Bubar led the Pledge of Allegiance.

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Public Comment - Items Not On the Agenda

Chair Kuechle invited public comment.

Josseline Ponce, Administrative Clerk, reported no requests to make public comment.

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Receipt and Filing of Correspondence

Josseline Ponce, Administrative Clerk, indicated that no correspondence had been received.

In response to inquiry from Chair Kuechle, Cristina Talley, Talley and Talley Law, reported receipt of email from counsel for the appellant and from counsel for the City inquiring about dates for Commission consideration; she discussed in-

person meetings; the request from the City Council for the appellant to wait until in-person hearings with the Commission can be held; Commission discretion regarding scheduling; and the ability of the Commission to place an item on a future agenda.

Discussion ensued between staff and Commissioners regarding the matter coming before the Commission; agreement to place a discussion on how to move forward on the next agenda; clarification that the hearing would not be open to the public; the inability of the Commission to hold in-person meetings; the agendized discussion about holding in-person meetings; and agenda order.

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Action Items

Item A-1
(Out of Sequence)

(1) Discussion of Virtual Meetings Versus In-Person Meetings and (2) Determination of Future Meeting Formats Once Permitted to Meet in Person by the City

Discussion ensued between staff and Commissioners regarding denial of in-person meetings; public access; people who are flummoxed by WebEx; agreement to take Commission comments and concerns to the City Manager for consideration; clarification that none of the City bodies are meeting in person; acknowledgement of obstacles for some people; and the public health crisis.

Commissioner Bubar proposed a motion that the October Civil Service Commission meeting be held in person pending approval of the City Council and staff.

Commissioner Greenspan proposed amending the motion to indicate that the Commission meet in person at the soonest available date, and he asserted that hiding behind the convoluted system was preventing citizens from participation.

Commissioner Bubar accepted the amendment to the motion from Commissioner Greenspan.

Additional discussion ensued between staff and Commissioners regarding additional guidance from the City Council, the City

Manager's Office and Public Health Agencies; allowing time for the City Council to agendaize consideration of the matter and make a determination; the directive from the City Manager's Office in coordination with the City Council; the masking mandate; limitations of technology; ensuring that Commissioners can be understood; having an in-person meeting as soon as is allowable; clarification that all bodies are meeting virtually; other bodies that have benefitted from the virtual format; Rosenberg's Rules; a suggestion to confer with the lawyers at the September meeting about how and when to proceed with the hearing; the need for background on the case; information provided to Commissioners prior to and at the meeting; consensus for future agendas; and all Civil Service Commissioners indicated their preference for meeting in person.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER GONG AND SECONDED BY COMMISSIONER GREENSPAN THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF JULY 7, 2021 AS SUBMITTED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, GREENSPAN, KUECHLE
NOES: NONE
ABSENT: SHEPPARD

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Order of the Agenda

Item A-1 was heard after Receipt of Correspondence.

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Public Hearing

Item PH-1

Public Hearing: (1) Consider Amendments to the Civil Service Rules, Rule 3; and (2) Make Recommendations to the City Council for Approval and Adoption of Amendments

Chair Kuechle expressed concern that the Commission had not received the affidavit of publication.

Amy Webber, Human Resources Analyst, reported that posting of the notice of the hearing was done in accordance with Civil Service Rules; she indicated that the affidavit would be furnished at the next meeting with the record stating that no correspondence had been received; she provided background on the item noting that this was the first Civil Service Rules Amendment Hearing; discussed Civil Service Rule 17.3 allowing for the Commission to amend the rules; staff meetings with the subcommittee appointed at the June 2, 2021 Commission meeting to review proposed provisions; she noted that the material of record reflects changes proposed by the subcommittee; and she clarified the process for approval and adoption.

Discussion ensued between staff and Commissioners regarding the obligation of the City to bargain with applicable unions; the process to satisfy bargaining obligations; the obligation of the City to Meet and Confer; union negotiation; the preliminary discussion with the Commission; continued consideration of the item at the next meeting; the value of comments and feedback from the Commission; allowing time to review the document; drafting issues with the amendment; foundational issues; jurisdiction for approval of new job classifications; definitions associated with the appointing authority; the funding process with the City Council; the intent of Rule 3.1 and 3.3; the process for classifications; expertise of the Commission; authority of the Commission; ensuring consistency with the Civil Service system; the decision making process for the position; Commission review of class specifications; clarification on what is expected of the Commission; Commissioner expertise needed to create a new position and hire new people; inconsistencies; distinguishing between classifications and classification specifications; adding clarity to the process; ensuring consistency; incorporation of thoughts into the document; additional work to be done by staff and the subcommittee; and the public hearing process.

Chair Kuechle indicated that he would provide his technical comments to staff

MOVED BY COMMISSIONER BUBAR AND SECONDED BY COMMISSIONER GREENSPAN THAT THE CIVIL SERVICE COMMISSION CONTINUE THE PUBLIC HEARING TO THE SEPTEMBER CIVIL SERVICE COMMISSION MEETING.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, GREENSPAN, KUECHLE
NOES: NONE
ABSENT: SHEPPARD

Commissioner Greenspan reported that the next subcommittee meeting would be on August 26, 2021.

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Public Comment - Items NOT on the Agenda (continued)

Chair Kuechle invited public comment.

Josseline Ponce, Administrative Clerk, 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, noted that the subcommittee would be meeting on August 26, 2021.

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Items from Commissioners

Chair Kuechle discussed an email from Serena Wright-Black indicating that the City would no longer seek Commission approval for classification specifications for unclassified positions; concern with making changes to policy without City Council approval; City Council awareness of the change; and procedures for making the change.

Serena Wright-Black, Assistant City Manager, clarified that City Council Members had been advised of the change; she

proposed a formal discussion of the item during the Public Hearing scheduled to be brought back next month; and she indicated that Commission comments on Rule 3 would be documented in the staff report.

Discussion ensued between staff and Commissioners regarding classifications outside of the Civil Service and language in the Municipal Code and the City Charter.

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Adjournment

There being no further business, at 8:07 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, September 1, 2021.

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Walter Castillo
Human Resources & Equity Manager, of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED _____

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