

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

October 6, 2021
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:13 P.M. in Mike Balkman Council Chambers at Culver City Hall via Webex.

Present: Commissioner Stewart Bubar
Commissioner Chi Ming Gong
Commissioner Robert Greenspan

Absent: Chair John Kuechle

The following item was considered out of sequence.

oOo

Action Items

Item A-1

Selection of Vice Chair

Walter Castillo, Human Resources & Equity Manager, provided a brief report including that former Vice Chair Danielle Sheppard resigned her position and the Commission should nominate and select a new Vice Chair to chair the meeting.

Cristina Talley, Talley and Talley Law, indicated that selection of Vice Chair was not appropriate for a Closed Session Item.

Discussion ensued between staff and Commissioners regarding a suggestion to table the item; The Brown Act; and consultation with staff.

MOVED BY COMMISSIONER GREENSPAN AND SECONDED BY COMMISSIONER BUBAR THAT THE CIVIL SERVICE COMMISSION SELECT CHI MING GONG TO SERVE AS VICE CHAIR OF THE CIVIL SERVICE COMMISSION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, GREENSPAN

NOES: NONE

ABSENT: KUECHLE

o0o

Recess

Vice Chair Gong called a brief recess from 7:17 P.M. to 7:38 P.M.

o0o

Pledge of Allegiance

Commissioner Bubar led the Pledge of Allegiance.

o0o

Public Comment - Items Not On the Agenda

Vice Chair Gong invited public comment.

The following members of the public addressed the Commission:

Haifaa Moammar, Equity and Human Relations Advisory Committee (EHRAC), announced a virtual Indigenous Peoples' Day celebration on October 12 sponsored by the EHRAC; she discussed planned presentations; the newly established Equity and Human Relations Award Program; indicated that additional information is available on the City website; and she encouraged everyone to sign up for updates as many more events and activities were coming.

Lila Swenson, Fiesta La Ballona Committee, shared news about the upcoming live Fiesta La Ballona on October 29-31; she expressed appreciation to sponsors who she cited by name; and she noted that additional sponsorships were still available.

o0o

Presentations

Item P-1

**Commendation and Outstanding Job Performance Recognition:
Michael Dade**

Amy Webber, Human Resources Analyst, presented the Commendation for Outstanding Job Performance to Michael Dade and thanked him for his service.

Samantha Blackshire, Transit Operations Manager, introduced Operator Dade who recently retired after 32 years with the City and she discussed Mr. Dade's service.

Michael Dade thanked the City for the honor.

Commissioners thanked Mr. Dade for his service and congratulated him on his retirement.

o0o

Item P-2

Outstanding Job Performance Recognition: Manuel Flores, Bus Operator, Transportation Department, Transit Operations Division

Amy Webber, Human Resources Analyst, read the Recognition for Outstanding Job Performance for Manuel Flores, Bus Operator, Transportation Department, Transit Operations Division and expressed appreciation for his service.

o0o

Item P-3

Outstanding Job Performance Recognition: Steve Sanceri, Bus Operator, Transportation Department, Transit Operations Division

Amy Webber, Human Resources Analyst, read the Outstanding Job Performance Recognition for Steve Sanceri, Bus Operator,

Transportation Department, Transit Operations Division and expressed appreciation for his service.

o0o

Item P-4

Outstanding Job Performance Recognition: Jonathan Culbert, Bus Operator, Transportation Department, Transit Operations Division

Amy Webber, Human Resources Analyst, read the Outstanding Job Performance Recognition: Jonathan Culbert, Bus Operator, Transportation Department, Transit Operations Division and expressed appreciation for his service.

Commissioners discussed the quality bus service provided by Culver City employees and congratulated the honorees.

o0o

Item P-5

Outstanding Job Performance Recognition: Christopher Meeks, Bus Operator, Transportation Department, Transit Operations Division

Amy Webber, Human Resources Analyst, presented the Outstanding Job Performance Recognition to Christopher Meeks, Bus Operator, Transportation Department, Transit Operations Division and thanked him for his service.

Samantha Blackshire, Transit Operations Manager, discussed outstanding service to the City from Christopher Meeks.

Christopher Meeks thanked the City for the honor.

Commissioners thanked Mr. Meeks for his outstanding service and congratulated him on his award.

At 8:09 P.M. Commissioner Bubar exited the meeting and logged back in due to technical difficulties.

o0o

Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER BUBAR AND SECONDED BY COMMISSIONER GREENSPAN THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 1, 2021 AS SUBMITTED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Item C-2

Extension of Eligible List: Battalion Chief (Promotional)

MOVED BY COMMISSIONER BUBAR AND SECONDED BY COMMISSIONER GREENSPAN THAT THE CIVIL SERVICE COMMISSION EXTEND THE ELIGIBLE LIST FOR BATTALION CHIEF (PROMOTIONAL).

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Order of the Agenda

Item A-1 was heard before the Pledge of Allegiance and Item A-2 was heard after Item CS-1.

o0o

Public Hearing

Item PH-1

Continuation of August 4, 2021 Public Hearing to November 3, 2021: (1) Consider Amendments to the Civil Service Rules, Rule

3; and (2) Make Recommendations to the City Council for Approval and Adoption of Amendments

MOVED BY COMMISSIONER GREENSPAN AND SECONDED BY COMMISSIONER BUBAR THAT THE CIVIL SERVICE COMMISSION CONTINUE THE PUBLIC HEARING TO NOVEMBER 3, 2021 REGARDING THE FOLLOWING MATTER: (1) CONSIDER AMENDMENTS TO THE CIVIL SERVICE RULES, RULE 3; AND (2) MAKE RECOMMENDATIONS TO THE CITY COUNCIL FOR APPROVAL AND ADOPTION OF AMENDMENTS.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

oOo

Item A-3

Consideration of Approval of a New Classification Specification: Payroll Supervisor

Commissioner Bubar moved to accept the staff recommendation and Commissioner Greenspan seconded the motion.

Vice Chair Gong received clarification that even if it were not explicitly stated in the class spec, it is a reasonable expectation that supervisorial positions be ready to supervise.

MOVED BY COMMISSIONER BUBAR AND SECONDED BY COMMISSIONER GREENSPAN THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR PAYROLL SUPERVISOR; AND,
2. APPROVE THE NEW RECRUITMENT BULLETIN FOR PAYROLL SUPERVISOR.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Item A-4

**Consideration of Approval of a New Classification
Specification: Public Art Coordinator**

Commissioner Bubar moved to accept the staff recommendation and Commissioner Greenspan seconded the motion.

Discussion ensued between staff and Commissioners regarding clarification that the action was more of a title change; an additional staff member was not going to be hired; clarification on what Public Art is; and Art in Public Places.

MOVED BY COMMISSIONER BUBAR AND SECONDED BY COMMISSIONER GREENSPAN THAT THE CIVIL SERVICE COMMISSION: APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR PUBLIC ART COORDINATOR.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Closed Session Items

Item CS-1

**Closed Session: Pursuant to Government Code 54597(b):
Public Employee Discipline/Dismissal/Release
Remand from Los Angeles County Superior Court Re Appeal of the
Disciplinary Decision Relating to One Former Employee**

Amy Webber, Human Resources Analyst, discussed procedures for recessing to Closed Session and acknowledged those waiting patiently for their items to be heard.

Cristina Talley, Talley and Talley Law, indicated that a specific script did not have to be read before going into closed session.

o0o

Recess/Reconvene

The Commission recessed to Closed Session from 8:33 P.M. to 9:16 P.M.

o0o

Report on Actions Taken in Closed Session

Vice Chair Gong indicated nothing to report out of Closed Session.

o0o

Item A-2
(Out of Sequence)

CLOSED HEARING: Consideration of Remand from the Los Angeles County Superior Court Regarding Personnel Matter pursuant to Government Code Section 54957(b)

Vice Chair Gong asked that staff close the meeting to all parties not part of the Item and noted that upon return to Open Session, the Commission would report any action taken during Closed Session.

Cristina Talley, Talley and Talley Law, provided a summary of the material of record.

Vice Chair Gong invited comment.

The following members of the public addressed the Commission:

Andrew Dawson, employee representative; and

Sarah Martoccia, representative for the City of Culver City.

Responding to inquiry, Amy Webber, Human Resources Analyst, clarified that the Commission was in a Closed Hearing in regards to A-2 and could move from the matter.

Commissioner Greenspan asked that the Commission return to Closed Session pursuant to Government Code Section 54957(b) to seek further legal counsel.

o0o

Recess/Reconvene

Vice Chair Gong recessed the Commission to Closed Session from 10:04 P.M. to 10:38 P.M.

o0o

Report on Actions Taken in Closed Session

Vice Chair Gong indicated nothing to report out of Closed Session.

o0o

RECONVENE CLOSED HEARING: Consideration of Remand from the Los Angeles County Superior Court Regarding Personnel Matter pursuant to Government Code Section 54957(b)

MOVED BY COMMISSIONER BUBAR AND SECONDED BY COMMISSIONER GREENSPAN THAT THE CIVIL SERVICE COMMISSION: ASSUME JURISDICTION OF THE MATTER, REVIEW THE ADMINISTRATIVE RECORD, AND MAKING FINDINGS, IF POSSIBLE, TO SUPPORT THE DECISION OF THE HEARING OFFICER, PURSUANT TO THE WRIT OF MANDATE ISSUED BY THE SUPERIOR COURT.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Receipt and Filing of Correspondence

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

o0o

Public Comment - Items NOT on the Agenda (continued)

Vice Chair Gong invited public comment.

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

o0o

Items from Staff

None.

o0o

Items from Commissioners

Discussion ensued between staff and Commissioners regarding status of the vacant Commission seat and staff agreement to update the Commission when information is received.

o0o

Adjournment

There being no further business, at 10:40 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, November 3, 2021.

o0o

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