REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

April 3, 2019
7:00 P.M.

Call to Order & Roll Call

Vice Chair Vera called the regular meeting of the Civil Service Commission to order at 7:03 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Vice Chair Albert Vera
Commissioner Darryl Cherness
Commissioner Michelle Ford
Commissioner John Kuechle

Absent: Chair Vicki Daly Redholtz

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Pledge of Allegiance

The Pledge of Allegiance was led by Michelle Ford.

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Public Comment - Items Not On the Agenda

Vice Chair Vera invited public comment.

No cards were received and no speakers came forward.

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Receipt and Filing of Correspondence

None.

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Presentations

Item P-1

Commendation and Outstanding Job Performance Recognition: Debbie Cahill

Amy Webber, Human Resources Analyst, introduced the item.

Armando Abrego, Senior and Social Services Manager, expressed appreciation for the opportunity to recognize Debbie Cahill for her service to the City.

Corey Lakin, Parks, Recreation and Community Services Manager, discussed the kindness and work ethic of Debbie Cahill.

Serena Wright-Black, Assistant City Manager, discussed her experiences working with Debbie Cahill.

Commissioners thanked Debbie Cahill for her service.

Vice Chair Vera presented the Commendation and Outstanding Job Performance Recognition to Debbie Cahill.

Debbie Cahill thanked the Commission for the commendation and the City for the privilege of serving.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER FORD AND SECONDED BY COMMISSIONER CHERNESS THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF MARCH 6, 2019.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, FORD, KUECHLE
NOES: NONE

ABSENT: DALY REDHOLTZ
ABSTAIN: VERA

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

(1) Discussion Regarding Specific College University Degrees Included on Classification Specifications and (2) Direction to Staff as Deemed Appropriate

Amy Webber, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding the number of people with higher that the required degrees; combination language; typical ways of obtaining knowledge, skills and ability; training and experience in lieu of a degree; concern with precluding a qualified applicant without the degree from applying; adding language to indicate: "Although not required, a degree in the required field is desired"; related fields vs. closely related fields; staff agreement to remove the word closely; appreciation to staff for their efforts; and separating the degree requirement from years of experience requirement.

Amy Webber, Human Resources Analyst, read additional wording: "Any combination equivalent to the training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: 1. Your degree from an accredited college or university, when there is a specific type of degree, use preferably in, and state the preferred degree type, or related/applicable field of study. 2. A minimum number of years of experience in the field or a related field

that translates to the requisite knowledge, skills and ability."

Additional discussion ensued between staff and Commissioners regarding requirements of other organizations; requirements of certain professions; consideration of adding language to include: "with coursework in" rather than a degree; and flexibility with requirements.

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Item A-2

Appointment of an Ad Hoc Subcommittee for the Purpose of Receiving/Sharing Information with the City Council Equity Subcommittee Related to Creating a Human Relations Committee

Serena Wright-Black, Assistant City Manager, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding support for the idea of playing a part in the Committee; concern that Chair Daly Redholtz have an opportunity to serve if she desires; clarification that at present only one meeting is scheduled; the time sensitive nature of the appointments; and a suggestion that perhaps the Civil Service Commission could handle the goals of the Human Relations Committee.

MOVED BY COMMISSIONER KUECHLE AND SECONDED BY VICE CHAIR VERA THAT THE CIVIL SERVICE COMMISSION APPOINT AN AD HOC SUBCOMMMITTEE CONSISTING OF VICE CHAIR VERA AND COMMISSIONER FORD FOR THE PURPOSE OF RECEIVING/SHARING INFORMATION WITH THE CITY COUNCIL EQUITY SUBOMMITTEE RELATED TO CREATING A HUMAN RELATIONS COMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, FORD, KUECHLE, VERA
NOES: NONE
ABSENT: DALY REDHOLTZ

Serena Wright Black, Assistant City Manager, noted that it is appropriate for the Commission to provide direction to the ad hoc subcommittee.

Discussion ensued between staff and Commissioners regarding authority of the group; folding the Committee into another

Commission; participating Council Members; and budget.

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Public Comment - Items NOT on the Agenda (continued)

Vice Chair Vera invited public comment.

No speakers came forward and no cards were received.

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Items from Staff

Amy Webber, Human Resources Analyst, announced that applications were being accepted for appointments to Commissions, Boards and Committees until May 22, with two seats on the Civil Service Commission becoming vacant in July.

Discussion ensued between staff and Commissioners regarding clarification on Commissioner terms.

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Items from Commissioners

Vice Chair Vera asked that the meeting be adjourned in memory of Neil Kinnon.

MOVED BY VICE CHAIR VERA AND SECONDED BY COMMISSIONER KUECHLE THAT THE CIVIL SERVICE COMMISSION ADJOURN IN MEMORY OF NEIL KINNON.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, FORD, KUECHLE, VERA
NOES: NONE
ABSENT: DALY REDHOLTZ

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Adjournment

There being no further business, at 7:40 P.M., the Civil Service Commission adjourned in memory of Neil Kinnon to a regular meeting to be held at 7:00 P.M. on Wednesday, May 1, 2019 in the Mike Balkman Council Chambers at City Hall.

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Serena Wright-Black
ASSISTANT CITY MANAGER of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED May 1, 2019

Vicki Daly Redholtz
VICKI DALY REDHOLTZ
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
Jeremy Green
CITY CLERK

2 MAY 2019
Date