

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

March 4, 2020  
7:00 P.M.

**Call to Order & Roll Call**

Chair Vera 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.

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

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**Pledge of Allegiance**

Michelle Ford led the Pledge of Allegiance.

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**Public Comment - Items Not On the Agenda**

Chair Vera invited public comment.

No cards were received and no speakers came forward.

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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**

Commissioner Ford received clarification that she was referenced during the discussion of Item A-1 in relation to comments she had submitted for the meeting of February 5, 2020.

MOVED BY COMMISSIONER KUECHLE, SECONDED BY COMMISSIONER SHEPPARD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF FEBRUARY 5, 2020 AS SUBMITTED.

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**Order of the Agenda**

No changes were made.

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**Action Items**

Item A-1

**Approval of Recruitment Bulletin: City Clerk Specialist**

Ofelia Garcia, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding the opening and closing date; drug testing; the template; use of standard language; the ability to use specific language; a request for Commission consideration of bulletins that only have the relevant language for the job; concern with turnover; clarification that the position is coming before the Commission

because it is new; and staff agreement to provide additional clarity in the future regarding what action is being taken.

MOVED BY VICE CHAIR CHERNESS, SECONDED BY COMMISSIONER KUECHLE AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR CITY CLERK SPECIALIST.

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Item A-2

**Discussion Regarding the Civil Service Commission's Initial Recommendations to the City Council for Fiscal Year 2020/2021 Human Resources Division Budget**

Mily C. Huntley, Administrative Services Department, provided a summary of the material of record.

Commissioner Ford received clarification regarding the procedure and timeline for communicating comments.

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**Closed Session**

Item CS-1

At 7:19 P.M. Chair Vera asked staff to ready Council Chambers for Closed Session and recessed the meeting to discuss the following item:

CS-1 - Pursuant to Government Code Section 54957(b): Public Employee Discipline/Dismissal/Release

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**Reconvene**

Chair Vera reconvened the meeting at 8:12 P.M. with all Commissioners present, and noted that a pre-hearing conference was scheduled for June 29, with tentative hearing dates of August 10-13, 2020 and August 24-26, 2020.

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**Public Comment - Items NOT on the Agenda (continued)**

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, reminded Commissioners that the deadline for the annual submission of Form 700 was April 1, 2020, and she encouraged those needing assistance to reach out to staff.

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**Items from Commissioners**

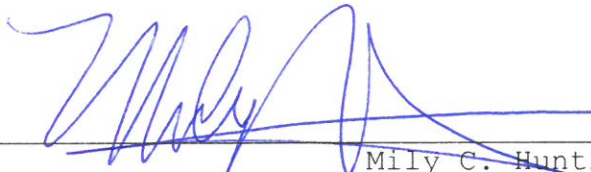
None.

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**Adjournment**

There being no further business, at 8:13 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, April 1, 2020 in the Mike Balkman Council Chambers at City Hall.

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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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ALBERT VERA  
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

29 JUN 2020  
Date