

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

January 5, 2022  
7:00 P.M.

**Call to Order & Roll Call**

The regular meeting of the Civil Service Commission was called to order at 7:03 P.M. in Mike Balkman Council Chambers at Culver City Hall via Webex.

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

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**Pledge of Allegiance**

Chair Kuechle led the Pledge of Allegiance.

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

Chair Kuechle invited public comment.

Amy Webber, Human Resources Analyst, indicated that no requests to speak had been received.

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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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**Presentation**

Item P-1

**Outstanding Job Performance Recognition: Spencer Henry,  
Firefighter, Fire Department**

Amy Webber, Human Resources Analyst, introduced the item.

Ken Powell, Fire Chief, presented the Outstanding Job Performance Recognition to Spencer Henry noting that he had recently been promoted to Fire Engineer

Spencer Henry thanked the City for the honor and expressed appreciation for the ability to serve.

Commissioners thanked Mr. Henry for his dedicated service to the City.

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**Consent Calendar**

Item C-1

**Meeting Minutes**

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

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**Order of the Agenda**

No changes were made.

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**Public Hearing**

Item PH-1

**Continuation of December 1, 2021 Public Hearing to February 2, 2022: (1) Consider Amendments to the Civil Service Rules, Rule 3; and (2) Make Recommendations to the City Council for Approval and Adoption of Amendments**

Discussion ensued between staff and Commissioners regarding reasons for the continuance; upcoming meetings; and updates to the Commission.

MOVED BY COMMISSIONER GREENSPAN, SECONDED BY COMMISSIONER BUBAR AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION CONTINUE THE PUBLIC HEARING TO FEBRUARY 2, 2022 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.

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**Action Items**

Item A-1

**Consideration and Approval of the Revised Human Resources Associate Classification Specification and a New Recruitment Bulletin**

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

Discussion ensued between staff and Commissioners regarding duties that were eliminated from the document; delegation of duties to another position; general direction vs. minimal supervision; level of supervision as related to level of training received; clarification regarding everyday activities; providing for flexibility with use of the word "may"; and allowing staff to provide help on an as-needed basis.

MOVED BY COMMISSIONER BUBAR, SECONDED BY COMMISSIONER

GREENSPAN AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR HUMAN RESOURCES ASSOCIATE, AND,
2. APPROVE THE NEW RECRUITMENT BULLETIN FOR HUMAN RESOURCES ASSOCIATE.

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Item A-2

(1) Update on the Review the Administrative Records Pertaining to the Remand from the Los Angeles County Superior Court Regarding Personnel Matter, and (2) Scheduling of Date(s) for Deliberations of the Remand from the Los Angeles County Superior Court Regarding Personnel Matter

Discussion ensued between staff and Commissioners regarding the intent to have a general discussion and provide an update; appropriateness of having a private conversation about the matter; attorney/client privilege; the purpose of placing the item on the agenda to determine deliberation dates; clarification that a Closed Session had not been scheduled and could not be held at the current meeting; Brown Act requirements for Closed Session noticing; Closed Hearings; concern with accidentally speaking of sensitive matters in an open hearing; gaging the status of Commissioner review of the records and how much more time is needed; review of the video; Commissioners indicated availability to meet on January 24, 25, 31, and February 2 at 9:30 a.m. for special Closed Session meetings; staff time; noticing requirements; meeting format; the ability of the parties to attend the opening and closing of the meetings to receive a status update; distribution of the briefs; exhibits that were referenced but not part of the documentation; clarification that the Commission received all items that staff had received; the need to add an open session agenda item if the Commission wants to invite the party to be heard; the ability of the Commission to meet in-person for Closed Session; making it clear that the public can attend the open session virtually; the purpose of inviting the party to the first meeting; questions regarding the document submitted to the City; ensuring the ability to play the video; challenges with hybrid meetings; adding agenda items including the party for multiple meetings in the event of the need for additional conversation; typical procedures; the ability to ask

questions; items for the January 24 agenda; notification to the parties to be available to join via Webex on January 24-25; anticipated meeting length; items to be reviewed; evaluating time needed after the first day; order of the agenda; and alerting the party when it is their chance to be heard.

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

Chair Kuechle 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**

Amy Webber, Human Resources Analyst, discussed email sent regarding changing the way City email accounts are accessed.

Onyx Jones, Chief Finance Officer, discussed the hiring of an Interim Human Resources Director.

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**Items from Commissioners**

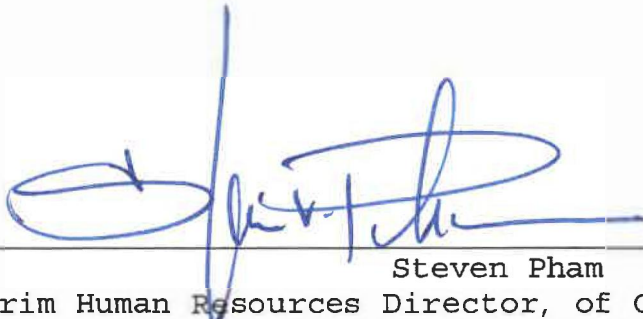
Discussion ensued between staff and Commissioners regarding having an in-personal tutorial on the Webex system prior to the start of one of the upcoming meetings; one-on-one tutorials; status on filling the vacant Commission seat; and staff agreed to provide an email update to Commissioners.

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**Adjournment**

There being no further business, at 8:30 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, February 2, 2022.

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Steven Pham

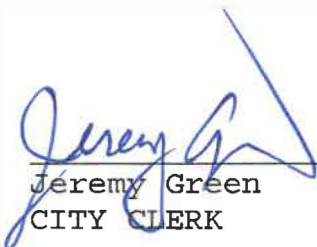
Interim Human Resources Director, of Culver City, California  
SECRETARY TO THE CIVIL SERVICE COMMISSION  
Culver City, California

APPROVED 02/02/2022



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

11 April 2022  
Date