



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 24-79      **Version:** 1      **Name:** Selection of the Chair and Vice Chair and (2) Selection of new Subcommittee members

**Type:** Minute Order      **Status:** Passed

**File created:** 7/10/2023      **In control:** CIVIL SERVICE COMMISSION

**On agenda:** 8/2/2023      **Final action:** 8/2/2023

**Title:** Adoption of Motions to (1) Select the Chair and Vice Chair for the Civil Service Commission; and (2) Select Civil Service Commission members to Serve on the Civil Service Rules Ad-Hoc Subcommittee.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
8/2/2023	1	CIVIL SERVICE COMMISSION	approved	Pass
8/2/2023	1	CIVIL SERVICE COMMISSION	approved	Pass

**Adoption of Motions to (1) Select the Chair and Vice Chair for the Civil Service Commission; and (2) Select Civil Service Commission members to Serve on the Civil Service Rules Ad-Hoc Subcommittee.**

**Meeting Date:** August 2, 2023

**Contact Person/Dept:** Dana Anderson / Human Resources

**Phone Number:** (310) 253-5640

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Public Notification:** (Email) Meetings and Agendas (07/26/23); (Email) All City Staff (07/26/23)

**Department Approval:** Dana Anderson, Director of Human Resources (07/14/23)

### RECOMMENDATION

Staff recommends that the Civil Service Commission (Commission), including the new commissioners who took their oath of office prior to the Commission's August 2, 2023 meeting, select, by majority vote, a Chairperson and Vice Chairperson to serve in that capacity until the next reorganization in July 2024 or thereafter. In addition, staff recommends that the Commission select, by majority vote, members for the Civil Service Rules ad-hoc subcommittee.

## **BACKGROUND/DISCUSSION**

As of June 30, 2023, the Commission had three vacant seats due to Commissioner terms expiring. The City Clerk's Office advertised and recruited applicants to fill the Commission's three vacancies along with other City Council appointed vacancies.

On June 26, 2023, City Council appointed one new Commissioner, Peter Stern, and re-appointed two incumbent Commissioners, Michele Van Gelderen and Sal LaPardo, to fill the three vacant Civil Service Commission seats.

## **PROCEDURE**

The Secretary to the Civil Service Commission confirmed with the City Clerk's Office that the newly appointed Commissioner has taken his Oath of Office. It is, therefore, appropriate for the new Commissioner to join the meeting as participating and voting member. The current Chair shall preside over the meeting and take nominations for the selection of the new Chair and Vice Chair.

Once the new Chairperson and Vice Chairperson are selected, the Commission should select, by majority vote, members for the Civil Service Rules ad-hoc Subcommittee (Subcommittee). As background, at the June 2, 2021, regular meeting the Commission selected a Subcommittee to review the Civil Service Rules. Since that time the Subcommittee has met to review the Rules with staff, propose amendments to Rule 3, which was adopted by City Council, and continues to meet with staff in preparation for the Commission's next Public Hearing to consider proposed amendments from the Subcommittee. The Subcommittee was most recently comprised of former member, Stewart Bubar, and current member, Chi Ming Gong. The selection of a Subcommittee allows for the Commission to continue its work to amend the Civil Service Rules.

## **AUTHORITY**

The Commission has authority to select its own Chairperson and Vice Chairperson pursuant to Civil Service Rule 2.3 which states:

The Commission shall select a Chairperson for an annual term beginning each July 1 or thereafter. Such shall be by majority vote of the Commission based on nominations from the Commissioners. The Commission shall not conduct official business unless a quorum (3 members) is present.

The Commission shall decide its own meeting procedure. The Chairperson shall be the presiding officer and ceremonial representative and may make and vote on each motion. The Commission shall, by resolution, set the time, place, and frequency of regular meetings, and shall make such decision known to the Human Resources Director.

Following the selection of the Chairperson and Vice Chairperson, the new Chairperson shall preside over the remainder of the meeting.

## **FISCAL ANALYSIS**

There is no fiscal impact associated with the discussion of this Agenda item.

## **ATTACHMENTS**

None

## **MOTION**

That the Civil Service Commission:

1. Select a new Chairperson and Vice Chairperson, by majority vote, to serve until the next reorganization in July 2024 or thereafter.
2. Select new Members of the Civil Service Rules ad-hoc subcommittee.