



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report

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**File #:** 16-576, **Version:** 1

**Item #:** P-1

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**Training:** Overview of Conducting Meetings and Administrative Hearings for the Civil Service Commission.

**Meeting Date:** February 1, 2017

**Contact Person/Dept:** Serena Wright-Black/Administrative Services

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

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☒

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

**Public Notification:** (E-Mail) Meetings and Agendas - Civil Service Commission (01/27/17); (E-Mail) All City Staff (01/27/17)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (01/26/17)

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### SUMMARY

The Civil Service Commission will receive a training presentation regarding conducting meetings and administrative hearings. The presentation will be provided by Mr. Michael Jenkins of Jenkins & Hogin, LLP.