

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION**

MINUTES

REGULAR MEETING

Monday, July 13, 2009

4:15 p.m.

Room 15, Top Floor, City Hall

735 Anacapa Street, Santa Barbara, California

ORDER OF BUSINESS:

1. *Call to Order & Roll Call.* The meeting was called to order at 4:20 p.m. Present: Chair Alan Kasehagen, Commissioners Gabe Garcia, Donna Lewis, Nancy Miller, and staff member Christie Lanning. *Absent:* Kathryn McKee

2. *Opportunity for Public Comment:* No public comment.

3. *Approval of the Minutes:* *The modified minutes from the meeting of May 11, 2009 were seconded and approved (Garcia/Miller).*

4. *Review of Conflict of Interest Language.* Discussion of Commissioner Donna Lewis' comments regarding the current Conflict of Interest paragraph in the Civil Service Commission Hearing Procedures.

- The Commissioners request more notice (receipt of materials) so they adequate have time to review the materials and determine if they need to excuse themselves from a hearing. They are requesting to receive Civil Service Hearing materials 5 to 10-days prior to the hearing.
- The Commissioners would like to know in advance who the participants are in a hearing – the employee, witnesses, attorneys, Hearing Officer, etc., which would allow them to know prior to the hearing if they need to recuse themselves.
- Commissioner Donna Lewis will write another paragraph regarding if a party (or any person) wants to disqualify a Commissioner they must take it to the Hearing Officer, who will make the decision.
- It was moved, seconded (Garcia/Miller), and approved, that the City accept Commissioner Donna Lewis's proposed language into the Hearing Procedures and bring it back to the September meeting for review.
- The Commissioners request that Steve Wiley attend the September meeting to discuss this issue.

- The Commissioners asked how this policy gets approved or adopted; does it have to be approved by City Council to make it official?

5. Topics for the next meeting: Conflict of Interest Language.

6. Adjournment of Meeting. The meeting adjourned at 4:30 p.m.

Materials related to an item on this agenda submitted to the Civil Service Commission after distribution of the agenda packet are available for public inspection in the Human Resources Office located at City Hall, 735 Anacapa Street, Santa Barbara during normal business hours.

In compliance with the Americans with Disability Act (ADA), if you need special assistance to participate in this meeting, please contact Barbara Barker at 564-5316. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.