

**CITY OF SANTA BARBARA  
CIVIL SERVICE COMMISSION**

**MINUTES**

**REGULAR MEETING**

Monday, May 9, 2016

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 4:16 p.m. by Chair Gabe Dominocielo. Present: Commissioners Alan Kasehagen, Kathryn McKee and Donna Lewis. Administrative Services Director Kristy Schmidt and staff members Susie Gonzalez and Yesenia Gomez were present.
2. *Public Comment.* No public comment.
3. *Approval of the Minutes from the Meeting of March 14, 2016.* A motion to approve the March 14, 2016 minutes as revised was made and seconded (Lewis/Kasehagen) and approved by voice vote. Commissioner Lewis requested that the minutes be revised to include additional details.
4. *Review Civil Service Commissioner Orientation Binder.* Staff member Susie Gonzalez provided Commissioners with an example of the updated Civil Service Commissioner Orientation Binder and a table of contents to review. Commissioner McKee made a recommendation to the City to review the City's Non-Discrimination and Harassment Policy to confirm that it is current with the protected categories as listed under FEHA. Commissioner Lewis requested that only the relevant sections of the City Charter be included in the binder: Sections 800 through 808 and confirmed that all of Title 3 of the Municipal Code will be included. Commissioner Lewis noted that Table of Contents was not complete so Staff member Susie Gonzalez will review and make the necessary revisions. SEIU Representative Cynthia Goena asked if supporting policy documents will still need to be submitted when a hearing is requested, since Civil Service Commissioners have some of the same documents in the Orientation Binders. Commissioner Lewis moved and was seconded (McKee) that the Commission through Human Resources, ask the City Attorney if he has an opinion on whether or not hearing documents, including complaints and responses can simply refer to the authority in the binder or if the City or employee have to include copies as exhibits. Commissioner Kasehagen abstained from motion until hearing the response of the City Attorney.
5. *Topics for the Next Meeting, which is scheduled for Monday, July 11, 2016.* Wrap up the review of the Civil Service Commissioner Orientation Binder. Review the Posting of the Civil Service Hearing Procedures. Confirm the Appointment of the Chair and Vice-Chair.
6. *Adjournment of Meeting.* A motion was made (Kasehagen) to adjourn the meeting. The meeting adjourned at 4:41 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 Susie Gonzalez at 564-5316. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.