

**CITY OF SANTA BARBARA  
CIVIL SERVICE COMMISSION**

***MINUTES***

**REGULAR MEETING**

Monday, May 13, 2013

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 4:18 p.m. by Chair Gabe Garcia. Present: Chair Gabe Garcia, Vice-Chair Donna Lewis, and Commissioners Alan Kasehagen and Gabe Dominocielo. Absent: Commissioner Kathryn McKee. Staff member Barbara Barker and City Attorney Steve Wiley were present.
2. *Public Comment.* SEIU Representative Cynthia Goena spoke regarding the Hearing Procedures and stated that SEIU had not been provided with a copy until the day of this meeting.
3. *Approval of the Minutes from the meeting of Monday, January 14, 2013. Note: The March 11, 2013 meeting was cancelled.* A motion was made and seconded (Lewis/Kasehagen), and approved by voice vote.
4. *Presentation re: Information on Commission's Exposure to Litigation.* City Attorney Steve Wiley explained that the City defends and indemnifies the Commissioners in the course/scope of their City duties.
5. *Presentation re: Brown Act and the Personnel Exception.* City Attorney Steve Wiley provided an overview of the Brown Act and the Personnel Exception.

Note: At 5:00 p.m. Chair Garcia excused himself and Vice-Chair Lewis chaired the meeting from this point.

6. *Discussion of Hearing Procedures.* The HR Office prepared a draft of the Hearing Procedures to include the Commission's definition of "Insubordination", to perform administrative clean-up including typos, to include the Subpoena process from the City Clerk's Office, and to include proposed changes to timeframes relative to Discovery, the Pre-hearing Meeting, and the Witness List. The timeframe changes were based on an April 8, 2013 meeting with City staff, the Hearing Officer, and SEIU representatives. The City then drafted the revisions based on the meeting, but did not copy SEIU before copying the Commissioners. SEIU requested time to review the changes made to the document. City staff explained that the Hearing Procedures are a working document

compiled from multiple sources including the Charter, Municipal Code, the Commission, etc. Based on the flow/ease of reading the Hearing Procedures there may be interest in spending more time on updating this document. This discussion is to continue to the July 8, 2013 meeting.

7. *Report on City documents referenced in Disciplinary documents.* Report that City staff will use City documents, procedures, and policies in disciplinary memos to employees.
8. *Distribution of the "Guidelines for the City of Santa Barbara Advisory Groups" with the Acknowledgement of Receipt of Guidelines.* These documents were not distributed at this meeting, but are to be distributed to the Commission at an upcoming hearing.
9. *Topics for the Next Meeting, which is scheduled for Monday, July 8, 2013.* Further discussion of the Hearing Procedures.
10. *Adjournment of Meeting.* The meeting adjourned at 5:46 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.