

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION
MINUTES
SPECIAL MEETING**

Wednesday, April 8, 2015

2:00 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 2:04 p.m. by Chair Kathryn McKee. Present: Commissioners Gabe Dominocielo, Alan Kasehagen, Donna Lewis, and Desmond O'Neill. City Attorney Ariel Calonne, Administrative Services Director, Kristy Schmidt and staff member Susie Gonzalez were present.
2. *Public Comment.* There were no members of the public present to provide public comment..
3. *Discussion of Final Draft of the Hearing Procedures.* Kristy Schmidt, Administrative Services Director and Ariel Calonne, City Attorney discussed each of the proposed change to the final draft of the Hearing Procedures. The updated Hearing Procedures will apply to all bargaining units with the exception of the Police Unit (POA), who declined to negotiate at this time. Cynthia Goena, SEIU Representative felt the revised Hearing Procedures addressed many of SEIU's previous issues with the prior Procedures. Commissioner O'Neill asked if the City had established guidelines for new Hearing Officers. O'Neill brought the document from Santa Barbara County for review of staff to determine if a similar document could be useful for the City of Santa Barbara Hearing Officers. Commissioner Kasehagen requested that the changes to the Hearing Procedures be presented in a staff report to City Council. A motion to accept the final draft of the Hearing Procedures was made and seconded (Kasehagen/Lewis) and approved by voice vote. A second motion to have staff prepare a report to present to City Council, in order to make Council aware of the updated Civil Service Commission Hearing Procedures was made and seconded (Kasehagen/O'Neill) and approved by voice vote.
4. *Update on Hearing Officer Recruitment.* Kristy Schmidt, Administrative Services Director gave an update of the recruitment. Applications are going to be accepted on an on-going basis and the first group of applicants are going to be interviewed within the next couple of weeks. Staff will keep the Commission updated on the progress.
5. *Topics for the Next Meeting, which is scheduled for Monday, May 11, 2015.* Review the Santa Barbara County Hearing Officer guidelines submitted by Commissioner O'Neill.
6. *Adjournment of Meeting.* Chair Kathryn McKee made a motion for adjournment and the meeting adjourned at 2:35 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.