

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION**

MINUTES

REGULAR MEETING

Monday, May 11, 2015

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 4:15 p.m. by Chair Kathryn McKee. Present: Commissioners Desmond O'Neill, Donna Lewis, Alan Kasehagen, and Gabe Dominocielo. 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. *Approval of the Minutes from the Meeting of March 9, 2015.* A motion to approve the minutes of March 9, 2015 was made and seconded (O'Neill/Kasehagen) and approved by voice vote.
4. *Approval of the Minutes from the Special Meeting of April 8, 2015.* A motion to approve the minutes of April 8, 2015 was made and seconded (O'Neill/Kasehagen) and approved by voice vote.
5. *Update on the status of the Hearing Officer Recruitment.* Kristy Schmidt, Administrative Services Director discussed the recruitment for Hearing Officer. 4 resumes were received and all 4 were interviewed by Kristy Schmidt, Administrative Services Director, Ariel Calonne, City Attorney and Susie Gonzalez, Human Resources Manager. The City's plan is to retain all 4 as Hearing Officers, in order to have more than 1 available when a hearing arises. Ms. Schmidt is currently negotiating the professional services agreements with the following: Renee Nordstrand, Robert Ornstein, Steve Underwood and R.A. Carrington. The City will continue to accept resumes for additional Hearing Officers.
6. *Review of Santa Barbara County Hearing Officer Guidelines.* Commissioner O'Neill discussed the County's written procedures/guidelines for County Hearing Officers. Commissioner Lewis expressed concern with the documents provided and Kristy Schmidt, Administrative Services Director shared that Ariel Calonne, City Attorney expressed concern as well. Ms. Schmidt mentioned that Mr. Calonne was working on developing a training/orientation for the new Hearing Officers and she would forward the County's documentation to Mr. Calonne since he is currently working on the training/orientation. Commissioner Lewis expressed concern regarding avenues for discrimination/retaliation issues. What there procedures in place and how do those procedures relate to the Civil Service Commission if something arose during a hearing? Ms. Schmidt will bring the concern to Mr. Calonne for further discussion at the next meeting.
7. Topics for the Next Special Meeting, which is scheduled for Monday, July 13, 2015. Discuss the role of the Civil Service Commission as it relates to Discrimination/Retaliation.
8. *Adjournment of Meeting.* A motion was made (O'Neill) to adjourn the meeting. The meeting adjourned at 4:42 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.