

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION**

**REVISED MINUTES
REGULAR MEETING**

Monday, March 14, 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, Desmond O'Neill, 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 January 11, 2016.* A motion to approve the minutes of January 11, 2016 was made and seconded (O'Neill/McKee) and approved by voice vote.
4. *Review Draft of Civil Service Commissioner Orientation Binder.* Staff member Susie Gonzalez provided Commissioners with a draft version of a Civil Service Commissioner Orientation Binder. Commissioners took the draft binders home to review and set a deadline of April 4, 2016 to return to Human Resources with notations. Commissions discussed additional policies that they would like to see added to the binders. Staff member Susie Gonzalez will provide the additional information, including samples of performance evaluations and a performance improvement plan in a revised binder for review at the next meeting.
5. *Topics for the Next Meeting, which is scheduled for Monday, May 9, 2016.* Review draft of the Civil Service Commissioner Orientation Binder.
6. *Adjournment of Meeting.* A motion was made (McKee/O'Neill) to adjourn the meeting. The meeting adjourned at 4:40 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.