

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION**

MINUTES

REGULAR MEETING

Monday, July 8, 2019

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 4:24 p.m. by Chair Desmond O'Neill. Present: Commissioners Donna Lewis and Robert Burke. Staff members Graciela Reynoso, Wendy Levy, John Doimas, Zac Smith and Yesenia Gomez. Members of the Public Gabe Dominocielo. Commissioner Alan Kasehagen was absent.
2. *Public Comment.* No Public Comment
3. *Approval of the Minutes from the Meeting of July 8, 2019.* A motion to approve as submitted the July 8, 2019 minutes was made and seconded (Lewis/Burke) and approved by voice vote (O'Neill/Lewis).
4. *Civil Service Commission vacancy update.* Staff reported that Gabe Dominocielo did not attend the interview with Council. The City Clerk removed him from the roster and the vacancy is being advertised.
5. *Civil Service Commission hearing update.* Staff updated Commissioners that potential dates in September will be presented to the Attorney's for consideration. Commissioners reconfirmed their availability as well.
6. *Civil Service Commission hearings and mediation.* John Doimas from the City Attorney's office presented the CSC hearing procedures. He outlined the steps that the City takes to resolve a suspension/termination before an appeal is submitted. John also stated that the City of Santa Barbara does not use the State Conciliation and Mediation for any employee hearings. Commissioner Lewis asked staff to provide the cost for using mediation. Staff reported that the information was not available for the meeting. Commissioner Lewis again requested that staff have this information available for the September meeting. Commissioner Lewis asked if the CSC Commission has the authority to revise the CSC procedures to include mediation with the State Conciliation and Mediation Service. John stated this was a question for Ariel the City Attorney. The Commission asked staff to follow up with the City Attorney regarding the procedures and mediation.
7. *Recess was called by staff at 4:43 p.m. Meeting resumed at 4:45 p.m.*
8. *Sharepoint site.* Zac Smith from IS was available to answer questions on the process of setting up an account to access the site. Commissioner Burke expressed that he is not comfortable using the Sharepoint site because he has to provide his date of birth and the documents added are confidential. Commissioner Lewis stated that the documents are public record. Commissioner Lewis asked if Commissioner Burke had completed a Form 700 for the other Advisory group that he is a member of. Commissioner Burke said he did not recall completing this form for the other Advisory group. Commissioner Lewis requested that staff confirm if the Form 700 is required for the Civil Service Commission. Also, an estimate of how much time it would take Human Resources to have Commissioner Burke comment on Findings document outside of the Sharepoint site.

9. *Civil Service Commission Name Tags.* Commissioner Burke suggested that the Civil Service Commission have name tags to promote the Advisory group to the public. He stated that he wears one in public for the Rental Housing Mediation and it gives him the opportunity to speak about the group and why it was established. Commissioners O'Neill and Lewis said that the CSC is an Advisory group that works with City employees and the Rental Housing Mediation is for the public. The Commission did not vote on the item but said they would consider it.
10. *Civil Service Commission location change to Council Chambers.* Commissioner Burke suggested that the regular Civil Service Commission meetings be moved to Council Chambers to increase prestige and posterity. Commissioner Lewis commented that she is more concerned about fairness to the City and employees than prestige. The Commission did not vote on the item but said they would consider it.
11. *Civil Service Commission rules regarding attendance.* Commission agreed to defer the topic for the September meeting when Commissioner Kasehagen could be present.
12. *Election of Chair and Vice-Chair.* Commissioner agreed to defer the election to the September meeting.
13. *Topics for next meeting.* Commissioners requested that mediation cost and ability to amend Hearing Procedures to add mediation. Commissioner Lewis asked that staff follow up on requirement to complete Form 700.
14. *Adjournment of Meeting.* A motion was made and seconded (Lewis/Burke) to adjourn the meeting. The meeting adjourned at approximately 5:22 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 Wendy Levy at 564-5316. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.