

**CITY OF LONG BEACH
CIVIL SERVICE COMMISSION
MINUTES**

**WEDNESDAY, JUNE 1, 2016
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Rick McGilton-McGlamery, President
Phyllis Arias, Vice President



Charles Hicks Jr., Commissioner
Robin Perry, Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & MINUTES

ROLL CALL

Commissioners Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick
Present: McGilton-McGlamery

Commissioners Charles Hicks
Absent:

Crystal Slaten, Recruitment & Selection Officer, Acting Secretary
Robert Pfingsthorn, Administrative Officer
Caprice McDonald, Special Projects Officer
Marilyn Hall, Executive Assistant
Gary Anderson, Principal Deputy City Attorney
Lourdes Ferrer, Administrative Analyst
Debbie McCluster, Personnel Analyst
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Stephanie Kemp, Personnel Analyst, Human Resources

FLAG SALUTE

1. 16-095CS **Recommendation to approve minutes:**
Regular Meeting of May 18, 2016
Dismissal Hearing 04-D-1516 Minutes of May 4, 2016

A motion was made by Vice President Arias, seconded by Commissioner Smith Watts, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Charles Hicks

A motion was made by Commissioner Perry, seconded by Vice President Arias, to approve recommendation for Dismissal Hearing 04-D-1516 Minutes of May 4, 2016. The motion carried by the following vote:

Yes: 4 - Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Charles Hicks

CONSENT CALENDAR (2-6):

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Mitchell Berro (26 years), in recognition of his dedicated service to the City and citizens of Long Beach. A representative from his department was present and spoke on his behalf.

Passed the Consent Calendar

A motion was made by Commissioner Perry, seconded by Vice President Arias, to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 4 - Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Charles Hicks

2. 16-096CS

Recommendation to approve examination results:

Accountant (Established 5/18/16) - 151 Applied, 42 Qualified
Administrative Aide (Established 5/17/16) - 106 Applied,
34 Qualified
Buyer (Established 5/24/16) - 99 Applied, 23 Qualified
Contract Compliance Analyst (Established 5/25/16) - 29 Applied,
15 Qualified
Public Health Nutritionist (Established 5/18/16) - 3 Applied,
3 Qualified
Refuse Field Investigator (Established 5/18/16) - 36 Applied,
15 Qualified
Registered Nurse (Established 5/25/16) - 10 Applied, 10 Qualified
Senior Surveyor (Established 5/25/16) - 6 Applied, 6 Qualified

A motion was made to approve recommendation on the Consent Calendar.

3. 16-097CS

Recommendation to receive and file bulletin:

Senior Civil Engineer

A motion was made to approve recommendation on the Consent Calendar.

4. 16-098CS

Recommendation to receive and file retirements:

Margarita Sanchez/Maintenance Assistant II/Airport
(15 yrs., 11 mos.)
Mitchell Berro/Fire Engineer/Fire (26 yrs., 6 mos.)
Douglas Rangel/Special Services Officer IV/Harbor
(25 yrs., 5 mos.)

A motion was made to approve recommendation on the Consent Calendar.

5. 16-099CS

Recommendation to receive and file resignation:

Jose Montenegro Alcantar/Police Recruit/Police (1 mo., 16 days)

A motion was made to approve recommendation on the Consent Calendar.

6. 16-100CS **Recommendation to approve transfer:**
Lauro Arroyo/Plumber/Publics Works to Plumber/Water

A motion was made to approve recommendation on the Consent Calendar.

REGULAR AGENDA

7. 16-101CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENTS -**
Tristan Balsillie, David Guerra, Kevin Bradley, Nelson Mathison,
Danielle Caldwell & Tess Parkhouse, Marine Safety Sergeants
Communication from Mariel Sipman, Administrative Officer - Fire

The Secretary briefed the Commission regarding this request.

A motion was made by Commissioner Smith Watts, seconded by Vice President Arias, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Charles Hicks

8. 16-102CS **RECOMMENDATION FOR SELECTIVE CERTIFICATION -**
Assistant Administrative Analyst
Communication from Mariel Sipman, Administrative Officer - Fire

The Secretary briefed the Commission regarding this request.

A motion was made by Commissioner Perry, seconded by Vice President Arias, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Charles Hicks

9. 16-103CS **RECOMMENDATION TO APPROVE PROTEST OF EXAMINATION ITEM(S) - Construction Inspector**
Staff report prepared by Sheree Valdoria, Personnel Analyst

This CS-Agenda Item was withdrawn.

10. 16-104CS **RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Staff report prepared by Kandice Taylor-Sherwood, Executive Director
Electrician 12/29/2015 (30 days)
Engineering Technician 12/17/2014
Environmental Health Specialist 12/9/2015
Hazardous Materials Specialist 12/21/2015
Police Officer - Lateral 11/3/2015 (Retroactive to 5/1/16)
Police Property & Supply Clerk 6/11/2014
Port Financial Analyst 6/24/2015
Public Safety Dispatcher 12/3/2014; 6/4/2014; 12/17/2014 (3 months)
Public Safety Dispatcher - Lateral Test 1 12/17/2014; 12/16/2015 (3 months)
Senior Equipment Operator - Backhoe 12/3/2014
Senior Equipment Operator - Bulldozer 12/3/2014
Senior Traffic Engineer Test 1 6/16/2015
Supervisor - Facilities Maintenance 12/17/2015

The Secretary briefed the Commission regarding this request.

A motion was made by Commissioner Smith Watts, seconded by Vice President Arias, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Charles Hicks

NEW BUSINESS

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten acknowledged Recruitment and Selection staff for the hard work they are doing conducting examinations.

Ms. McDonald informed the Commission that using Montage for the Clerk Typist Pre-Test resulted in a 94% show rate compared to a 61% show rate for the last Clerk typist examination conducted. Ms. McDonald informed the Commission that beginning Friday thru Wednesday, staff will be conducting the written examination for Clerk Typist. She also stated that Parks, Recreation and Marine will be the first user department to use the Montage software for their selection interview process.

Commissioners Arias and Smith Watts stated that they would be interested in a demonstration of Montage.

Mr. Pfingsthorn informed the Commission that he is finishing the performance report of financial data for City Council, and that Measure A & B on the local ballot will affect the department financially.

Ms. Slaten provided the Commissioners with Police/Fire recruit flyers and brochures of upcoming events, and recruitment events staff have been attending. She acknowledged Ms. Ferrer for the excellent job she is doing administering the Battalion Chief examination process.

COMMENTS FROM PUBLIC – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

ADJOURNMENT

NOTE:

If written language translation of the Commission agenda and minutes for non-English speaking persons is desired, please make your request by phone to the Office of the City Clerk at (562) 570-6101, 72 business hours prior to the Commission meeting.

Kung nais ang pagsasalin ng nakasulat na wika ng agenda ng Komisyon at ang minutes para sa mga taong hindi nagsasalita ng Ingles, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 72 oras ng negosyo bago ang pagpupulong ng Commission.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបវារៈ និងកំណត់យុត្តិធម៌ អ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅ ការិយាល័យសៀវភៅក្នុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង ចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។

**CITY OF LONG BEACH
CULTURAL HERITAGE
COMMISSION MINUTES**

**MONDAY, MAY 9, 2016
333 W. OCEAN BOULEVARD
COUNCIL CHAMBER, 5:30 PM**

Alan Burks, Chair
Karen Highberger, Vice Chair
Shannon Carmack, Commissioner



Louise Ivers, Commissioner
Irma Hernandez, Commissioner
Jan Robert van Dijs, Commissioner
Julianna Roosevelt, Commissioner

FINISHED AGENDA AND MINUTES

CALL TO ORDER (5:40 PM)

At 5:40 p.m., Chair Burks called the meeting to order.

ROLL CALL (5:40 PM)

Also present: Christopher Koontz, Advance Planning Officer; Alejandro Plascencia, Planner; Heidi Eidson, Bureau Secretary.

Commissioners Alan Burks, Irma Hernandez, Jan Robert van Dijs, Julianna

Present: Roosevelt, Karen L. Highberger and Louise Ivers

Commissioners Shannon Carmack

Absent:

FLAG SALUTE (5:40 PM)

Chair Burks led the flag salute.

MINUTES (5:40 PM)

16-015CH

Recommendation to receive and file the Cultural Heritage Commission minutes of April 11, 2016.

A motion was made by Commissioner Hernandez, seconded by Commissioner Ivers, to approve the recommendation. The motion carried by the following vote:

Yes: 5 - Alan Burks, Irma Hernandez, Jan Robert van Dijs, Julianna Roosevelt and Louise Ivers

Absent: 2 - Karen L. Highberger and Shannon Carmack

DIRECTOR'S REPORT (5:41 PM)

Christopher Koontz, Advance Planning Officer, provided the Director's Report.

Christopher Koontz responded to a query from Commissioner van Dijs.

Commissioner Ivers spoke.

PUBLIC PARTICIPATION (5:45 PM)

Glenda Gabel provided public comment.

Glenda Gabel responded to a query from Chair Burks.

Christopher Koontz, Advance Planning Officer, responded to a query from Chair Burks.

(Commissioner Highberger arrived at 5:47 p.m.)

SWEARING OF WITNESSES (5:49 PM)

Do you solemnly swear or affirm that the evidence you shall give in this Cultural Heritage Commission Meeting shall be the truth, the whole truth, and nothing but the truth.

CONTINUED ITEM (5:49 PM)

1. 15-038CH Recommendation to approve a Certificate of Appropriateness for exterior building improvements, repair, paint colors, awnings, add new storefront door, new windows, and other interior alterations to an existing historic landmark building located at 117 8th Street. (District 1) (HP15-499)

Christopher Koontz, Advance Planning Officer, stated that the item would be renoticed and rescheduled to a future date.

REGULAR AGENDA (5:50 PM)

2. 16-017CH Recommendation to approve a Certificate of Appropriateness request for construction of a 658-square-foot one-story addition to

an existing single-family residence at 3718 Cerritos Avenue in the California Heights Historic District. (District 7) (Application No. HP16-135)

(Commissioner Highberger arrived at 5:50 p.m.)

Christopher Koontz, Advance Planning Officer, introduced Alejandro Plascencia, Project Planner, who presented the staff report.

Commissioner Highberger spoke.

Chair Burks spoke.

Commissioner Ivers spoke.

Commissioner Ivers spoke.

A motion was made by Commissioner van Dijs, seconded by Commissioner Hernandez, to approve the recommendation. The motion carried by the following vote:

Yes: 6 - Alan Burks, Irma Hernandez, Jan Robert van Dijs, Julianna Roosevelt, Karen L. Highberger and Louise Ivers

Absent: 1 - Shannon Carmack

COMMENTS FROM THE CULTURAL HERITAGE COMMISSION (6:00 PM)

Christopher Koontz, Advance Planning Officer, responded to a query from Chair Burks.

ADJOURNMENT (6:05 PM)

At 6:05 p.m., there being no objections, Chair Burks adjourned the meeting.

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