

Susana Gonzalez Edmond, President
Heather Morrison, Vice President



Phyllis O. Arias, Commissioner
Brandon Dowling, Commissioner
Joel Garnica, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND DRAFT MINUTES

SPECIAL MEETING

**CIVIL SERVICE COMMISSION MEETINGS ARE HELD VIA
TELECONFERENCE PURSUANT TO EXECUTIVE ORDER N-29-20
ISSUED BY GOVERNOR GAVIN NEWSOM.**

THE CIVIC CHAMBERS WILL BE CLOSED TO THE PUBLIC.

President Gonzalez Edmond called the meeting to order at 8:30 a.m.

FLAG SALUTE

Commissioner Dowling led the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Brandon Dowling, Joel Garnica, Heather
Present: Morrison and Susana Gonzalez Edmond

- 1. COMMENTS FROM THE PUBLIC – PUBLIC WILL HAVE THE OPPORTUNITY TO ADDRESS THE COMMISSION BY SUBMITTING WRITTEN COMMENTS VIA EMAIL TO MARLA.CAMERINO@LONGBEACH.GOV.**

Ms. Pizarro Winting read a comment from Padric Gleason Gonzales, a Long Beach resident, regarding diversity in the Fire Department.

2. [20-254CS](#) **Recommendation to approve minutes:**
Regular Meeting of September 2, 2020

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

CONSENT CALENDAR (3 – 4):

Commissioner Arias pulled Agenda Item 4 for a separate discussion.

Passed the Consent Calendar

A motion was made by Vice President Morrison, seconded by Commissioner Dowling, to approve Consent Calendar Item (3), except for Agenda Item 4. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

3. [20-255CS](#) **Recommendation to approve examination results:**
Capital Projects Coordinator Test #01 (Established 09/18/20)
Civil Engineer Test #17 (Established 09/18/20)
Environmental Health Specialist Test #02 (Established 09/15/20)
Senior Combination Building Inspector (Established 09/18/20)
Senior Traffic Engineer Test #09 (Established 09/18/20)

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

4. [20-256CS](#) **Recommendation to approve bulletin(s):**
Permit Technician

Commissioner Arias commented that when she reviews bulletins, she likes to read it from the point of view of an applicant. She stated that in looking at Requirements to File on the Permit Technician bulletin, the first requirement is worded a little clunky and perhaps there were words added that should not have been. Commissioner Arias suggested changing “within six months of the required experience” as it suggests that it is listed someplace else and it is not. She recommended changing it to “with at least six months experience” so that it is in line with the second requirement. Ms. Pizarro Winting provided clarification regarding the language in the first requirement. Commissioner Dowling would like to make sure that it is clearly stated that the six months experience is a component of the two-year experience and not in addition to. Ms. Pizarro Winting will work with staff to change the language to say, “within six months of the required two-year experience,” and will ensure the first and second requirements have the same language as it relates to the experience.

Commissioner Arias would also like “and” capitalized to provide additional clarity in the second requirement.

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

REGULAR AGENDA

5. [20-257CS](#)

REVISED REQUEST FOR ORDER OF LAYOFF

Communication from Thomas B. Modica, City Manager

Staff report prepared by Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting briefed the Commission regarding this item.

Commissioner Arias asked if the entire layoff order will be revised. Ms. Pizarro Winting reported that Civil Service only received an amended version, which is why she added the original information

to the staff report.

President Gonzalez Edmond asked that the minutes reflect when the original order was received. The original Order of Layoff was approved by the Civil Service Commission on September 16, 2020. This revised Order of Layoff that the Commission is approving today is to reflect a change to the Division name as it relates to the Customer Service Representative classification in Financial Management.

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

6. [20-258CS](#)

DISCUSSION REGARDING WEEKLY CIVIL SERVICE COMMISSION MEETINGS

Staff report prepared by Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting briefed the Commission regarding this item.

Commissioner Garnica wanted to know if Civil Service anticipates an uptick in requests due to the flu season. Ms. Pizarro Winting stated that the flu season could cause employees to use sick leave but is not certain how it would impact Civil Service unless a department has the need to request Provisional placements.

Vice President Morrison stated that she has noticed recently the Commission has had light agendas during the special meeting weeks and believes that it makes more sense to move to every other week.

Commissioner Arias is inclined to meeting every other week through the end of the year so that the Commission is a little nimbler with their meetings than the usual schedule. She would like to return to meeting on the 1st and 3rd Wednesday beginning January 2021 unless there are other reasons that requires more meetings. In response to Commissioner Garnica's question, Commissioner Arias stated that the Health Department has begun administering flu shots and believes they have some positions in the hopper to assist. She

hopes that they are thinking ahead and gearing up for the flu season.

Commissioner Dowling supports moving to an every other week meeting schedule. He stated that it allows the Commission to be more responsive should there be any changes in the coming months. He supports moving back to the normal meeting schedule beginning in January 2021.

President Gonzalez Edmond shares the same thoughts as the other Commissioners. She stated that it makes sense to move meetings to every other week. She stated that should there be an uptick in requests, the Commission is prepared to move back to meeting weekly.

Commissioner Garnica asked if the Commission meetings align with non-furlough weeks. Ms. Pizarro Winting stated that agenda items are now due on Thursdays so that it would give Civil Service staff a week to prepare their reports whether it is a furlough week or not.

President Gonzalez Edmond stated that the Commission will discuss returning to its regular meeting schedule at the first meeting in January 2021.

A motion was made by Commissioner Garnica, seconded by Vice President Morrison, to approve meeting biweekly effective Wednesday, October 7, 2020, through December 2020. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

7. STANDING COMMITTEES

A. Executive Committee

President Gonzalez Edmond stated that the Executive Committee met last week. An additional meeting will be scheduled to further discuss the reconciliation initiative.

B. Recruitment and Selection Committee

The Recruitment and Selection Committee will be meeting today at 2:00 p.m.

C. Special Projects Committee

The Special Projects Committee will be meeting today at 4:00 p.m.

8. REPORTS FROM MANAGERS

A. Recruitment Division - Christina Pizarro Winting

Ms. Pizarro Winting did not have any updates to report.

It was discussed that Ms. Slaten will be back with Civil Service at the beginning of October.

B. Employment Services Division - Caprice McDonald

Ms. McDonald was not on the call but Ms. Pizarro Winting provided an update. She stated that Civil Service met with staff from the Technology and Innovation and Human Resources departments to discuss the public comment that came to the Commission. She is hoping to provide a final update at the October 7, 2020 Commission meeting.

C. Administration Support Services - Maria Alamo

Ms. Alamo updated the Commission on the Layoff Order calculations. She stated that staff was provided training and it is going smooth. She is hoping to provide a report within the next few weeks.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting informed the Commission that Civil Service staff has been amazing. Layoff assignments were provided to staff immediately after the last Commission meeting. Staff worked in teams to ensure accuracy, which was then submitted to the management team for final review. She stated that the training Ms. Alamo provided has really set the team up for success. She hopes to provide the report to the Commission at the October 7, 2020 Commission meeting. She did inform department heads and Administrative Officers that recruitment work would be on hold so that staff can focus on calculations.

9. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

A. Subcommittee to Develop Civil Service Commission Policy regarding requests to Utilize Classified Positions in the Unclassified Service

Ms. Pizarro Winting reported that she is still waiting for the meeting to be scheduled.

President Gonzalez Edmond asked if we could remove the agenda item and bring it back when there is an update and asked Commissioner Arias for her opinion. Commissioner Arias stated that she is not aware of this happening before.

10. NEW BUSINESS

Commissioner Arias mentioned that prior to the pandemic, the Commission asked for a status report regarding Police Recruit. She is aware that staff is a busy right now, but perhaps a report can be given when Ms. Slaten returns. President Gonzalez Edmond stated that the Executive Committee will be looking into this as part of the reconciliation initiative. She asked Commissioner Arias if she wanted a separate report or would she prefer to wait for information from the Executive Committee. Commissioner Arias responded that she will wait for the report from the Executive Committee.

Commissioner Garnica thanked the Commission for their dedication and is excited about the detailed report related to Police Recruit. She stated that while the budget looks different this year, it is important to look at it as a whole and stated that we will need to make changes that are beyond this fiscal year.

President Gonzalez Edmond stated that the City will kick off its flu clinics beginning October 1st at Veterans Stadium in East Long Beach from 3:00 p.m. to 6:00 p.m. She stated that priority will be given to individuals who do not have health insurance.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:11 a.m.

NO HEARING

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.

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