

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

**WEDNESDAY, MARCH 15, 2017
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

FLAG SALUTE

ROLL CALL

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

Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Recruitment & Selection Officer
Robert Pfingsthorn, Administrative Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Executive Assistant
Gary Anderson, Principal Deputy City Attorney
Shellie Goings, Personnel Analyst
David Espinoza, Personnel Analyst
Debbie Mills, Interim Personnel Administrator, Police
Paula Gallegos, Personnel Administrator, Police
Mark Miller, Fire Captain
John Keisler, Economic & Property Development Director
Robert Belcher, Communications Center Officer, Disaster Preparedness and
Emergency Communications
Dana Anderson, Human Resources Officer, Human Resources
Sandra Kennedy, Administrative Officer, Financial Management
Russ Ficker, Personnel Officer, Public Works
Sandra Aguilar, Administrative Officer, Long Beach Gas & Oil
Mariel Sipman, Administrative Officer, Fire
Paula Ortega, Port Communications Specialist, Harbor

1. [17-053CS](#) **Recommendation to approve minutes:**
Regular Meeting of March 1, 2017

President McGilton-McGlamery asked if there was any discussion regarding the minutes of March 1, 2017. Hearing none they stand approved as prepared.

A motion was made that this CS-Agenda Item be approve recommendation passed by Voice Vote

CONSENT CALENDAR (2-8):

Passed the Consent Calendar

A motion was made that these files be approved by consent voice vote.

2. [17-054CS](#) **Recommendation to approve examination results:**
Business Systems Specialist - GIS Test #02 (Established 3/3/17)
Business Systems Specialist - Web Designer Test #02
(Established 3/3/17)
Criminalist Test #01 (Established 3/7/17)
Housing Specialist (Established 3/7/17)
Police Officer - Lateral Test #04 (Established 3/7/17)
Public Safety Dispatcher - Post Waiver Test #03 (Established 3/7/17)
Public Safety Dispatcher Test #02 (Established 3/7/17)
Refuse Operator - AMENDED (Established 11/11/16)

Commissioner Arias commented that the Commission received the Examination Results this morning.

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

3. [17-055CS](#) **Recommendation to receive and file bulletin(s):**

Cement Finisher
Gas Construction Worker
Police Sergeant
Senior Combination Building Inspector

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

4. [17-056CS](#) **Recommendation to receive and file retirement(s):**

Keith Farrell/Fire Captain/Fire (27 yrs., 29 days)
Jean Rhoads/Public Safety Dispatcher/Disaster Preparedness
(26 yrs., 4 mos.)

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Jean Rhoads in recognition of 26 years of dedicated service to the citizens and City of Long Beach. Robert Belcher from Disaster Preparedness and Emergency Communications was present and spoke on her behalf. The Commission congratulated Ms. Rhoads on her retirement.

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

5. [17-057CS](#) **Recommendation to receive and file resignation(s):**

Jane Brooks/General Librarian/Library (4 yrs., 10 mos.)
Maribel Maciel/Fingerprint Classifier/Police (2 mos., 7 days)
Scott Goebel/Fire Recruit/Fire (12 days)
Michael Pozzi/Ambulance Operator/Fire (9 mos., 1 day)
Ricardo Macias/Special Services Officer/Police (5 yrs., 4 mos.)
Jason Hampton/Police Officer/Police (11 mos., 6 days)
Efren Avalos/Storekeeper/Water (11 yrs., 1 mo.)
Ryan Jern/Police Officer/ Police (2 yrs., 9 mos.)
Ali Corwin/Water Utility Mechanic/Water (8 yrs., 6 mos.)

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

6. [17-058CS](#)

Recommendation to approve schedule for hearing(s):

Suspension Appeal 06-S-1617, Suggested Dates May 17 & 24, 2017

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

7. [17-059CS](#)

Recommendation to approve reschedule for hearing(s):

Suspension Appeal 03-S-1617, Suggested Date March 29, 2017

Suspension Appeal 01-S-1617, Suggested Date April 26, 2017

Suspension Appeal 02-S-1617, Suggested Dates May 3, 2017

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

8. [17-060CS](#)

Recommendation to receive and file withdrawal of appeal:

Suspension Appeal 11-S-1516

REGULAR AGENDA

9. [17-061CS](#) **RECOMMENDATION FOR PROVISIONAL APPOINTMENT** - Eric Romero, Development Project Manager II
Communication from John Keisler, Economic & Property Development Director

The Secretary briefed the Commission regarding this request. Mr. Keisler was present to answer the Commission's questions.

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

10. [17-062CS](#) **RECOMMENDATION TO EXTEND NON-CAREER HOURS** - Arantxa Chavarria, Administrative Analyst II-NC
Communication from Michael A. DuRee, Fire Chief

The Secretary briefed the Commission regarding this request. Ms. Sipman was present to answer the Commission's questions.

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

11. [17-063CS](#)

RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE -

Jaimee Tapia, Clerk Typist III

Communication from Stacey Lewis, Assistant Director of Human Resources, Harbor

The Secretary briefed the Commission regarding this request.
Ms. Ortega was present to answer the Commission's questions.

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

12. [17-064CS](#)

RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE -

Laura Bradburn, License Inspector

Communication from Sandra Kennedy, Administrative Officer, Financial Management

The Secretary briefed the Commission regarding this request.
Ms. Kennedy was present to answer the Commission's questions.
Commissioner Arias requested staff to include the status of the recruitment in the staff report.

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

13. [17-065CS](#)

PROTEST OF DISQUALIFICATION FROM EXAMINATION -

Customer Service Representative

a. *Communication from Christina Kunkle*

b. *Staff report prepared by Carolyn Pen, Administrative Intern-NC*

The Secretary briefed the Commission regarding this request.

Commissioner Hicks asked what is the protest period and how are applicants made aware of the protest period. The Secretary informed the Commission of the process applicants are made aware of the protest period. Ms. Slaten clarified to the Commission that applicants may protest the examination two days after last examination session. The protest period for this examination was January 19 & 20, 2017.

Roz Boger, IAM Representative informed the Commission Ms. Kunkle was unable to attend the Civil Service Commission meeting, she was attending to sick child. Ms. Boger said Ms. Kunkle is requesting this item be held over to the next meeting.

Commissioner Hicks asked what specific issues Ms. Kunkle was protesting. The Secretary informed the Commission, Ms. Kunkle did not list any specific issues in her letter.

After further discussion, Commissioner Perry made a motion to take this matter off today calendar and place on the agenda for the next meeting. Next Civil Service Commission meeting will be on April 5, 2017.

Mr. Anderson suggested, Ms. Kunkle submit the issues she is protesting in writing to the Executive Director to assist the discussion in the next meeting. Ms. Boger said she would advise Ms. Kunkle of the suggestion. Ms. Boger advised the Commission, there were other concerns regarding this examination and thanked the Commission for holding the agenda item for next Civil Service Commission meeting.

A motion was made by Commissioner Perry, seconded by President McGilton-McGlamery that this CS-Agenda Item be held to the next Civil Service Commission Meeting on April 5, 2017.

The motion carried by the following vote:

Yes: 3 - Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

No: 2 - Charles Hicks and Carolyn M. Smith Watts

14. [17-040CS](#)

EXECUTIVE SESSION - Executive Director's Performance Evaluation
(Pursuant to Paragraph (b)(1) of Section 54957 of the California
Government Code)

The commission requested to move this item after the Comments from the Public.

After Comments from the Public, the Commission moved into closed session. The Commission discussed Ms. Taylor-Sherwood's Performance Evaluation. A motion was made by Commissioner Hicks, seconded by Commissioner Smith-Watts.

A motion was made by Commissioner Hicks, seconded by Commissioner Smith Watts, to approve a 7% merit increase for the Executive Director, effective October 1, 2016, and includes an option for payout of up to 40 hours of unused executive leave prior to the end of each calendar year. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten provided the Commission an update of the Police Recruit examination on March 25, 2017. Ms. Slaten also provided an update of upcoming recruitments. Ms. Slaten informed the Commission that Mr. Espinoza and she attended the Long Beach Unified School District Boot Camp last week.

Ms. McDonald did not have any updates.

Mr. Pfingsthorn informed the Commission, he attended the Council Meeting yesterday. Mr. Pfingsthorn provided the Commission an update of the fiscal year outlook for FY18 through FY20. Mr. Pfingsthorn will provide a schedule of budget datelines.

Ms. Taylor-Sherwood informed the Commission that Ms. Slaten and she attended a LGBTQ Networking event for young professionals.

UNFINISHED BUSINESS

Ms. Taylor-Sherwood informed the Commission she is partnering with Mr. Walker to move forward with the Meet and Confer with the unions regarding the "Experience Credit" and the Performance Management.

Ms. Slaten provided the Commission an update of the Clerk Supervisor examination and interview process.

NEW BUSINESS

No new business.

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

Ms. Mills introduced the new Police Personnel Administrator, Paula Gallegos. The Commission welcomed Ms. Gallegos.

Roz Boger, IAM Business Representative voiced some concerns regarding the Customer Services Representative examination.

The Commission suggested to Ms. Boger to provide these concerns in writing to the Executive Director.

ADJOURNMENT

HEARING 04-S-1617 8:30 A.M.

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.

បើមានការចង់បានឱ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ: នឹងកំណត់ហេតុឱ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។