

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

**WEDNESDAY, AUGUST 17, 2022
LONG BEACH WATER DEPARTMENT
1800 EAST WARDLOW ROAD
LONG BEACH, CA, 9:00 AM**

Joen Garnica, President
Erik Fallis, Vice President



Phyllis O. Arias, Commissioner
Susana Gonzalez Edmond, Commissioner
Yvonne Wheeler, Commissioner

Christina Pizarro Winting, Executive Director

FINAL AGENDA & MINUTES

President Garnica called The Civil Service Commission's Special Meeting of August 17, 2022, to order at 9:14 A.M.

FLAG SALUTE

Reid Branche-Wilson representing the Office of Constitutional Policing led the flag salute.

ROLL CALL

Commissioners Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and

Present: Joen Garnica

Commissioners Phyllis O. Arias

Absent:

- 1. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION'S JURISDICTION.**

There were no comments from the public at this time.

2. [22-231CS](#) **Recommendation to approve minutes:**
Regular Meeting of August 3, 2022

A motion was made by Commissioner Wheeler, seconded by Vice President Fallis, to approve the minutes of Regular Meeting of August 3, 2022 . The motion carried by the following vote:

Yes: 4 - Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

Absent: 1 - Phyllis O. Arias

CONSENT CALENDAR (3 - 6):

Passed the Consent Calendar

Ms. Pizarro Winting pulled consent calendar item 3 from the consent calendar.

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items, except for item 3. The motion carried by the following vote:

Yes: 4 - Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

Absent: 1 - Phyllis O. Arias

3. [22-232CS](#)

Recommendation to approve examination results:

*Business Systems Specialist I-VII (ERP Financial Systems
Supervisor) Test #03*

(AMENDED)

*Business Systems Specialist I-VII (Permitting Systems
Administrator) Test #03*

(AMENDED)

Licensed Vocational Nurse Test #03

Office Systems Analyst I-IV (Cybersecurity Engineer) Test #03

Office Systems Analyst I-IV (GIS Applications Analyst) Test #02

Public Health Nurse I-III Test #03

Public Safety Dispatcher I-IV - LATERAL Test #14

Public Safety Dispatcher I-IV - POST WAIVER Test #27

Registered Nurse I-II Test #04

Senior Survey Technician (PROMOTIONAL)

Traffic Painter I-II

Ms. Pizarro Winting pulled Senior Survey Technician exam, and the results for this exam will be shared at the next meeting.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Wheeler, to approve examination results with the exception of Senior Survey Technician. The motion carried by the following vote:

Yes: 4 - Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

Absent: 1 - Phyllis O. Arias

4. [22-233CS](#)

Recommendation to approve bulletin(s):

Combination Building Inspector

Community Services Supervisor

Customer Services Supervisor I-II

General Maintenance Supervisor I-II

Permit Technician I-II

Recreation Assistant

5. 22-234CS **Recommendation to receive and file retirement(s):**
*Emily Heaslet, Public Safety Dispatcher II, Disaster
Preparedness and
Emergency Communications Department, (24 yrs., 11 mos.)*

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

6. 22-235CS **Recommendation to receive and file resignation(s):**
*Troy Schaefer, Police Officer, Police Department, (7 yrs., 3
mos)*
*Eduardo Serrano, Police Officer, Police Department, (3 yrs., 8
mos)*
*Madison Schaefer, Police Officer, Police Department, (8 yrs.,
6 mos)*
*Michael Choyce, Airport Operations Specialist I, Airport, (10
mos. 1 day)*
*Michael Fratino, Community Information Specialist II, Library
Services, (4 yrs., 4 mos.)*
*Tara Haughton, Personnel Analyst III, Human Resources, (8
yrs., 11 mos.)*

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

REGULAR AGENDA

7. [22-243CS](#)

**RECOMMENDATION TO APPROVE RELOCATION OF
EXTENSION OF NON-CAREER HOURS REQUESTS FROM
CONSENT TO REGULAR AGENDA**

*Staff Report prepared by Christina Pizarro Winting, Executive
Director*

Ms. Pizarro Winting briefed the Commission on this item.
Commissioner Gonzalez Edmond thanked the Special Projects
Committee for their work on this item.

**A motion was made by Vice President Fallis, seconded by
Commissioner Gonzalez Edmond, to approve
recommendation. The motion carried by the following vote:**

Yes: 4 - Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and
Joel Garnica

Absent: 1 - Phyllis O. Arias

8. [22-236CS](#)

COVID-19: RECOMMENDATION TO EXTEND NON-CAREER HOURS

- Maria Hernandez, Public Health Associate-NC

*Communication from Sandra Kennedy, Administrative Officer, Human
and Health Services*

Staff Report prepared by Levi Sinkler, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Sinkler, who briefed the
Commission on this item.

**A motion was made by Vice President Fallis, seconded by
Commissioner Gonzalez Edmond, to approve
recommendation. The motion carried by the following vote:**

Yes: 4 - Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and
Joel Garnica

Absent: 1 - Phyllis O. Arias

9. [22-237CS](#)

COVID-19: RECOMMENDATION TO EXTEND NON-CAREER HOURS

- Melanie Ramirez, Public Health Associate-NC

Communication from Sandra Kennedy, Administrative Officer, Human and Health Services

Staff Report prepared by Levi Sinkler, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Sinkler, who briefed the Commission on this item.

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

Yes: 4 - Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

Absent: 1 - Phyllis O. Arias

10. [22-238CS](#)

RECOMMENDATION TO REQUEST PROVISIONAL

APPOINTMENT - Housing Specialist I-III, Mayra Galeas Alvarez

Communication from Sandra Kennedy, Administrative Officer, Human and Health Services

Staff Report prepared by Levi Sinkler, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Sinkler, who briefed the Commission on this item.

A motion was made by Commissioner Wheeler, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

Absent: 1 - Phyllis O. Arias

11. [22-239CS](#)

**RECOMMENDATION TO ADOPT NEW CLASSIFICATION AND
NEW CLASSIFICATION SPECIFICATION - Community Services**

Assistant I-II

*Communication from Joe Ambrosini, Director, Human
Resources Department*

Staff Report prepared by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Sinkler, who briefed the Commission on this item.

Ms. Pizarro Winting invited Commander LeBaron to give an overview of the Community Services Assistant I-II role.

Commissioner Wheeler asked if this role would handle mental health calls that would not require a police officer to answer. Commander LeBaron explained that there are calls that are still being evaluated, but Chief Hebeish is continuing to invest in police resources for the mentally ill. Commissioner Gonzalez Edmond thanked Commander LeBaron for this role so our law enforcement could focus on other calls.

Vice President Fallis and Commander LeBaron engaged in a brief discussion regarding the number of positions in total for this role, the opportunities for internal candidates, the training program for this role, the hiring and training timeline, and the excitement to see this role open.

Commissioner Wheeler asked if this is a model for other police departments or a position that already exists in other police departments. Commander LeBaron explained that some agencies have a similar role, but not in all agencies, so Long Beach is looking to be a model for other agencies.

President Garnica asked about how the 16 positions will be divided in the department and how it all works. Commander LeBaron said that it would be up to the Chief of Police on how to deploy his resources where is most appropriate; however, there are four geographic divisions, and there will be representatives spread throughout the four divisions to service the entire community.

A brief discussion occurred between President Garnica, Commander LeBaron, and Commissioner Gonzalez Edmond regarding having multilingual candidates fill the positions to be able to serve those that are not fluent in English, given the diverse population in the City of Long Beach. Commander LeBaron also provided the Commission with an example of calls that will be handled by this position.

President Garnica asked about a potential marketing campaign to educate the community about these new positions and what they will be doing for the community. Commander LeBaron explained that there would be a more direct approach to let the public know about this role and the Police Department has a media relations and community engagement team that will be messaging that externally.

President Garnica asked if the department is prepared to backfill any of the positions that might be vacated by internal candidates applying to this role. Commander LeBaron replied that the department is strategizing and recruiting for the position, so they are prepared for any backfill issues. President Garnica shared the hope that when the first round of positions is filled, they will come to the Commission to get the candidate's perspective on the role. The Commission will share with the community more about this role to help them understand its importance. Commander LeBaron acknowledged the suggestion and thanked President Garnica for her help.

Ms. Pizarro Winting wanted to acknowledge Glendy Martinez from the Human Resources department for her work in getting the classification specification completed.

A motion was made by Commissioner Wheeler, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

Absent: 1 - Phyllis O. Arias

12. [22-240CS](#)

RECOMMENDATION TO APPROVE BULLETIN- Community
Services Assistant I-II

Ms. Pizarro Winting asked Ms. Slaten to discuss marketing for this role.

A discussion began between Ms. McDonald, Ms. Pizarro Winting, Commissioner Gonzalez Edmond, Vice President Fallis, and President Garnica regarding the preferred language being included in the bulletin as a “desirable” since this role will be serving the City’s multilingual community. After some discussion, Mr. Ficker said that there is language on the bulletin that states, “In support of the City’s Language Access Policy, bilingual skills (Spanish, Khmer, and/or Tagalog) are desirable for positions interacting with the public.”

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Wheeler, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

Absent: 1 - Phyllis O. Arias

13. 22-241CS

**PRESENTATION ON THE OFFICE OF CONSTITUTIONAL
POLICING**

*Presentation by Reid Branche-Wilson, Administrator of the Office
Constitutional Policing*

Ms. Pizarro Winting introduced Mr. Branche-Wilson, who gave a presentation on the Office of Constitutional Policing.

Vice President Fallis asked about the number of members that are part of this office, the work being done with other divisions within the department, how the office assists these divisions in carrying out any ideas, and how the office uses legal references and constitutional analysis in terms of what it and what is not. Mr. Branche-Wilson explained that there are currently three members in this office and the office's work with other divisions depends on the project for the policy planning process, and since there is currently a lot of movement in state and federal law in regard to public safety, the office is looking how state and federal laws may soon change and how the office would need to adapt to such changes.

Commissioner Wheeler asked about where to find the report from the Center for Policing Equity on the Office of Constitutional Policing, and Mr. Branche-Wilson mentioned that the office is currently working with the Center Policing Equity on the report, but similar reports on other agencies are available to see what data that has been produced and published. Commissioner Wheeler also asked about the members of the Advisory Committee and how to recommend potential members. Mr. Branche-Wilson provided more information on the Advisory Committee and its participants and mentioned that the office is seeking more members, and opportunities are posted online.

Commissioner Gonzalez Edmond thanked the Police Department for the report on the Office of Constitutional Policing. She commented on the Early Intervention Program and how the process works. Commissioner Gonzalez Edmond explained that most of the disciplinary hearings brought before the Commission are police officers who did things they were not supposed to do and thought that perhaps the department could assess and see where officers could receive guidance on other opportunities within the department

to avoid potential disciplinary issues and better serve the community. Mr. Branche-Wilson explained that reassignment comes out of a disciplinary case and explained that this is more of a holistic view to assist supervisors with understanding the patterns of behavior and create an open dialogue, positively influencing employee performance with supervisory monitoring, support and guidance. Further discussion on this matter continued with Mr. Branche-Wilson, Commissioner Gonzalez Edmond, and Commissioner Wheeler on how the Early Prevention Program works and how the Commission can assist with this matter.

President Garnica brought up the matter of the whole person approach and asked how the office is helping officers and staff. Mr. Branche-Wilson mentioned that there are opportunities for supervisors to have conversations with those that need it and to build a better peer support system that can help those who need it as well. Further discussion occurred between President Garnica and Mr. Branche-Wilson on this matter, in which examples of community needs were brought forward and how important it is to maintain the wellness of all the members of the department. President Garnica also asked about the conception of the name, and Mr. Branche-Wilson and Ms. Marin-Jordan explained the history of the name and provided additional information on the office and its origin.

Further discussion occurred between the Commission and Mr. Branche-Wilson about the Office of Constitutional Policing, the work that can be achieved in the City of Long Beach, and how the Commission can help. President Garnica thanked the Office of Constitutional Policing for the presentation.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Wheeler, to received and filed. The motion carried by the following vote:

Yes: 4 - Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

Absent: 1 - Phyllis O. Arias

**14. 22-242CS PRESENTATION OF THE CIVIL SERVICE BUDGET FOR
FISCAL YEAR 2023**

Presentation by Maria Alamo, Administrative Officer

Commissioner Gonzalez Edmond asked about which staff members would be in charge of maintaining the website, social media engagement, and telling the department's story. Ms. Pizarro Winting mentioned that all that information was provided during the presentation by the Recruitment and Outreach division.

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to received and filed. The motion carried by the following vote:

Yes: 4 - Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

Absent: 1 - Phyllis O. Arias

15. STANDING COMMITTEES

A. Executive Committee

B. Recruitment and Selection Committee

C. Special Projects Committee

A. Executive Committee

President Garnica shared that the Committee will come back to the Commission with a report on the current work being completed by the Committee. A meeting is scheduled for August 31. Commissioner Gonzalez Edmond asked what the Committee is currently working on, and President Garnica answered that every Committee received a list of the pending items, and this Committee is focusing on the Executive Committee items exclusively and will come back to the Commission with a report. Ms. Pizarro Winting will share the pending items tracker with the Commission for reference.

B. Recruitment and Selection Committee

Commissioner Gonzalez Edmond shared that the Committee will be meeting on August 31.

C. Special Projects Committee

The Committee had nothing to report at this time.

16. REPORTS FROM MANAGERS

- A. Recruitment and Outreach Services Division – Crystal Slaten**
- B. Employment Services Division – Caprice McDonald**
- C. Administration and Support Services Division – Maria Alamo**
- D. Executive Director – Christina Pizarro Winting**

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten wanted to highlight this coming weekend's Second Annual Female Fire Fighter Preparation Course and will be reporting on this item in the next meeting.

B. Employment Services Division - Caprice McDonald

Ms. McDonald updated the Commission on all the current vacancies and the work being done to fill these vacancies. President Garnica asked about the report on racial and gender designation, and Ms. Pizarro Winting mentioned that it is scheduled for the next Commission meeting.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo reminded the Commission that September 6 is the first potential adoption, and September 13 will be the last possible budget adoption date for the budget for the fiscal year 2023.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting wanted to thank all the managers for all the work being done in the department, as seen by today's meeting agenda.

17. UNFINISHED BUSINESS

No unfinished business to discuss at this time.

18. NEW BUSINESS

No new business to discuss at this time.

19. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION'S JURISDICTION.

There were no comments from the public at this time.

ADJOURNMENT

President Garnica adjourned the meeting at 11:16 a.m.

I, Julia Smay, Executive Assistant, certify that the agenda was posted not less than 24 hours prior to the meeting.

HEARING 11:00 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.

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