

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 8:31 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Commissioner Garnica to lead 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.**

There were no public comments received.

President Gonzalez Edmond mentioned that today was Women's Equality Day, which celebrates the date that women were given the right to vote and wished everyone a happy

Women's Equality Day.

2. [20-231CS](#) **Recommendation to approve minutes:**
Special Meeting of August 12, 2020

Commissioner Garnica stated that the minutes do not appear to have feedback from Commissioners. Ms. Pizarro Winting stated that Ms. Camerino prepares the minutes based on the recording and it is possible that there were no discussions that took place. Commissioner Arias stated that she does not recall any discussion on most of the agenda items. She stated that there was only discussion under New Business that is reflected in the minutes.

President Gonzalez Edmond stated that the Commission would approve the minutes but directed staff to review the recording just in case something was missed.

A motion was made by Commissioner Garnica, seconded by Commissioner Arias, 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):

Passed the Consent Calendar

A motion was made by Commissioner Arias, seconded by Commissioner Garnica, to approve Consent Calendar Item (3). The motion carried by the following vote:

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

3. [20-232CS](#) **Recommendation to approve examination results:**
Office Systems Analyst - IMDCA Test #11 (Established 08/18/20)
Public Safety Dispatcher - Lateral Test #06 (Established 08/20/20)
Public Safety Dispatcher - NTN EXAM Test #14 (Established 08/20/20)

Public Safety Dispatcher - POST WAIVER Test #15 (Established 08/20/20)

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

REGULAR AGENDA

4. [20-233CS](#) **COVID-19 RELATED: RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD** - Shuronda Smith, Customer Service Representative
Communication from Sandra Kennedy, Administrative Officer, Financial Management
Staff Report prepared by Desiree Davalos, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Davalos who briefed the Commission regarding this request.

A representative from Financial Management was on the call to answer questions.

Commissioner Arias stated that she is concerned about continuing to extend probation in a situation where we say we are not able to evaluate the employee. It could potentially be a year and the employee is left in limbo. She wanted to know what arrangements the department has made, or is thinking of making, in order to accomplish an evaluation in the employee's current placement. Ms. Nicole Lopez from Financial Management responded that her department has been in conversation with the department that Ms. Smith is currently assigned. They wanted to find out when Ms. Smith would be transitioning back to her position in Financial Management. Unfortunately, they have not been provided with a date. If Ms. Smith is still in her current placement after three months, Commissioner Arias wanted to ensure that there is a plan in place. Ms. Lopez confirmed that there is a plan in place. Ms. Pizarro Winting stated that she has addressed this issue with Human Resources. They do review every extension of probation, so they are aware and they are working with departments to evaluate employees in their current assignment.

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

5. [20-234CS](#)

RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE

- Nikki Moore, Public Safety Dispatcher

Communication from Reginald Harrison, Director, Disaster Preparedness and Emergency Communication

Staff Report prepared by Jami Kerr-Jenkins, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Kerr-Jenkins who briefed the Commission regarding this request.

A representative from the Department of Disaster Preparedness and Emergency Communications was on the call to answer questions.

Commissioner Arias commented that the forms received for the last two actions were incomplete. She suggested that staff review the forms, and if necessary, send it back to departments to complete. President Gonzalez Edmond wanted to know where the missing information was located. Commissioner Arias pointed out that the full name of the employee is not listed for this agenda item. In Agenda Item No. 4, the position name is not listed.

A motion was made by Commissioner Arias, 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. **STANDING COMMITTEES**

A. Executive Committee

The Executive Committee did not meet.

B. Recruitment and Selection Committee

The Recruitment and Selection Committee did not meet.

C. Special Projects Committee

The Special Projects Committee did not meet.

7. REPORTS FROM MANAGERS

A. Recruitment Division - Crystal Slaten

Ms. Pizarro Winting reported that in having conversations with Ms. Slaten, it appears that this division will be coming back soon. Her Great Plates project ends at the end of September and anticipates staff coming back in mid-September.

Commissioner Dowling wanted to know if this applies to everyone citywide or just within Ms. Slaten's group. Ms. Pizarro Winting stated that as programs conclude, staff are transitioning back to their normal assignments.

B. Employment Services Division - Caprice McDonald

Ms. McDonald did not have any new information to report.

C. Administration Support Services - Maria Alamo

Ms. Alamo did not have any new information to report.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting reported that she had an opportunity to listen in to the Budget Oversight Committee and City Council meeting. She stated that five negotiated employee contracts were approved at the City Council meeting. The managers and confidential unit contracts were approved which affects the Civil Service Department. The contracts included a furlough program, so staff will start planning for that beginning with the pay period of September 26, 2020.

Ms. Pizarro Winting reported that staff continues to train for layoffs. Staff also continues to prepare for the Commission's retreat.

President Gonzalez Edmond wanted to know when the report for the comment from Erik Maitland will be presented. Ms. Pizarro Winting stated that it will be coming back to the Commission on September 2, 2020.

8. UNFINISHED BUSINESS

Ms. Pizarro Winting stated that Human Resources sent correspondence to the union, who responded that another date will be scheduled for a Meet and Confer.

President Gonzalez Edmond wanted to confirm that this is the correspondence that the Commission requested to be sent. Ms. Pizarro Winting stated that it was.

9. NEW BUSINESS

Commissioner Garnica commented that she was dropped from the call due to connection issues. She is not certain if it is specific to today or if it is due to more people using devices either in home or around the community. She wanted to know if she could obtain a hotspot or if the city device could be connected to the network. Commissioner Morrison stated that she heard connecting directly to the router using an ethernet cable makes it more stable. Commissioner Dowling confirmed that you can connect an ethernet cable to the device using an adapter.

President Gonzalez Edmond directed staff to speak with Technology and Innovation to see what options are available for Commissioners.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:00 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.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ និងកំណត់ហេតុឲ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណកម្មការធម្មនុញ្ញ)។