

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

**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 8:34 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Commissioner Arias 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 comments received.

- 2. [20-280CS](#) Recommendation to approve minutes:
Special Meeting of September 23, 2020
*Regular Meeting of October 7, 2020***

A motion was made by Commissioner Garnica, seconded by Commissioner Arias, to approve the Special Meeting Minutes of September 23, 2020. The motion carried by the following vote:

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

A motion was made by Vice President Morrison, seconded by Commissioner Garnica, to approve the Regular Meeting Minutes of October 7, 2020. 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 – 7):

President Gonzalez Edmond pulled retirees Brian Armstrong and Daniel Covarubias from Agenda Item 5.

Passed the Consent Calendar

A motion was made by Commissioner Garnica, seconded by Commissioner Arias, to approve Consent Calendar Items (3 - 7), except for retirees Brian Armstrong and Daniel Covarubias. The motion carried by the following vote:

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

3. [20-281CS](#)

Recommendation to approve examination results:

Ambulance Operator (Established 10/15/20)

*Gas Maintenance Supervisor **PROMOTIONAL***

Office Systems Analyst - IMDCA Test #12 (Established 10/13/20)

Police Officer - Lateral Test #16 (Established 10/15/20)

Public Health Nurse Test #08 (Established 10/05/20)
Special Services Officer Test #47 (Established 10/14/20)

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

4. [20-282CS](#)

Recommendation to approve bulletin(s):
Battalion Chief

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

5. [20-283CS](#)

Recommendation to receive and file retirement(s):
Brian Armstrong Police Officer, Police Department, (30 yrs., 6 mos.)
Rodney Brown, Police Officer, Police Department (21 yrs., 1 mo.)
Daniel Covarubias, Police Officer, Police Department (30 yrs., 6 mos.)
Scott Destefano, Police Officer, Police Department (24 yrs., 2 days)
Michael Erdelji, Police Officer, Police Department (29 yrs., 11 mos.)
Paul Estrada, Water Utility Supervisor I, Water Department (34 yrs., 6 mos.)
Steven Fox, Police Officer, Police Department (24 yrs., 8 mos.)
Joseph Gaynor, Police Lieutenant, Police Department (27 yrs., 8 mos.)
Jamal Haywood, Water Utility Supervisor I, Water Department (24 yrs., 4 mos.)
Petros Kupelian, Civil Engineering Associate, Public Works (23 yrs., 3 mos.)
Diana Lam-Brandt, Administrative Analyst II, Harbor Department (12 yrs., 9 mos.)
Troy Matsura, Police Officer, Police Department (22 yrs., 10 mos.)
Joseph Pueliu, Police Officer, Police Department (29 yrs., 4

mos.)
Jose Quiroz, Water Utility Supervisor II, Water Department (26 yrs., 1 mo.)
Chris Rose, Police Officer, Police Department (28 yrs., 9 mos.)
Soren Simonsen, Accountant III, Financial Management (38 yrs., 8 mos.)
Timothy Van Coutren, Police Officer, Police Department (27 yrs., 20 days)
Deborah Vilander, Senior Librarian, Library Services (25 yrs., 7 mos.)
Keith Wardlow, Principal Construction Inspector, Water Department (14 yrs., 3 days)
Leonard Willis, Refuse Supervisor, Public Works (24 yrs., 8 mos.)

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

Unfortunately Mr. Armstrong and Mr. Covarubias were not able to call in. President Gonzalez Edmond thanked them for their years of service.

A motion was made by Commissioner Garnica, seconded by Commissioner Arias, to approve this item with Brian Armstrong and Daniel Covarubias. The motion carried by the following vote:

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

6. [20-284CS](#)

Recommendation to receive and file resignation(s):

Kristopher Kagy, Ambulance Operator, Fire Department (8 mos., 15 days)
Nneka Nnoham, Housing Specialist II, Health and Human Services Department (5 yrs., 11 mos.)
Diego Ramos, Ambulance Operator, Fire Department (2 yrs., 1 mo.)

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

7. [20-285CS](#) **COVID-19 RELATED: Recommendation to Extend Non-Career Hours** - Brian Rivera, General Librarian-NC
Communication from Amber Ahlo, Administrative Officer, Library Services Department
Staff report prepared by Jami Kerr-Jenkins, Personnel Analyst

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

REGULAR AGENDA

8. [20-286CS](#) **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION** - Criminalist Supervisor
Communication from Alex Basquez, Director, Human Resources Department
Staff report prepared by Sheree Valdoria, Personnel Analyst

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

Representatives from the Police Department as well as the Human Resources Department were on the call to answer questions.

A motion was made by Commissioner Dowling, seconded by Vice President Morrison, 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

9. [20-287CS](#) **RECOMMENDATION TO APPROVE EARLY TERMINATION OF TEMPORARY REASSIGNMENT FOR REHABILITATION** - Victor Garcia, Maintenance Assistant
Communication from Alex Basquez, Director, Human Resources Department
Staff report prepared by Sylvana Tamura, Personnel Analyst

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

Representatives from Development Services, Human Resources and Harbor Departments were on the call to answer questions.

Commissioner Arias asked if Mr. Garcia would be able to perform his duties as a General Maintenance Assistant. Ms. Pizarro Winting responded that Mr. Garcia would continue to work with Human Resources and the Harbor Department for an alternate placement.

President Gonzalez Edmond directed staff to include information in future reports regarding what will happen to an employee when training is not completed satisfactorily.

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

10. [20-288CS](#)

COVID-19 RELATED: RECOMMENDATION TO APPROVE PROCEDURES FOR CONDUCTING VIRTUAL CIVIL SERVICE DISCIPLINARY HEARINGS DURING THE CITY'S EMERGENCY HEALTH ORDER

Commissioner Garnica informed the Commission that the Special Projects Committee would be moving forward with its recommendation to conduct virtual hearings. Conversation took place with the City Attorney as well as the City Manager regarding virtual hearings and both concurred with the Committee's recommendations.

Commissioners Dowling and Morrison thanked the Committee for its work and are supportive of the recommendation.

Commissioner Arias asked Commissioner Garnica to go over the timeline for conducting virtual hearings. Commissioner Garnica stated that if the recommendation was approved today, a mock hearing would be scheduled as soon as possible to work out any

concerns that may arise so that there is a smooth transition into virtual hearings. She stated that she believes it would take the Commission through the end of 2022 to complete its current hearing schedule.

President Gonzalez Edmond wanted to know if the employee is able to decline an invitation for a virtual hearing. Mr. Anderson responded that employees could be subpoenaed to appear. Mr. Anderson also cited Civil Service Rule 81 where it states that the Commission could sustain the disciplinary action of an employee who fails to appear.

A discussion ensued with President Gonzalez Edmond, Commissioner Arias, Commissioner Dowling, Commissioner Garnica, Mr. Trott, Mr. Peters and Mr. Yuwiler regarding hearing procedures. Members of the Special Projects Committee would be open to revising the procedures if necessary; however, attorneys had an opportunity to provide comments during a Commission meeting. Discussion took place regarding the logistics of virtual hearings and that training on using the Webex platform will be provided to those who need it. It was discussed that attorneys will need to bring their own equipment. Discussions also took place regarding privacy issues, unauthorized recordings of the hearing and potential connectivity issues. Finally, there will be Meet and Confer meetings with bargaining units.

President Gonzalez Edmond reiterated that a mock hearing will be scheduled, a training for using the Webex platform will be offered and a Meet and Confer with bargaining units will be arranged.

Commissioner Garnica directed staff to begin the Meet and Confer process and to schedule a mock hearing as soon as possible.

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

11. STANDING COMMITTEES

A. Executive Committee

President Gonzalez Edmond stated that a meeting will be scheduled soon regarding the City's reconciliation initiative that impacts Civil Service.

B. Recruitment and Selection Committee

The Recruitment and Selection Committee did not meet.

C. Special Projects Committee

The Special Projects Committee provided its report during Agenda Item 10.

12. REPORTS FROM MANAGERS

A. Recruitment Division - Crystal Slaten

Ms. Slaten did not have any new updates to report.

B. Employment Services Division - Caprice McDonald

Ms. McDonald acknowledged Ms. Valdoria for her work on Criminalist Supervisor.

C. Administration Support Services - Maria Alamo

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

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting informed the Commission that staff has been doing a great job in working diligently to move recruitments along during the pandemic.

Ms. Pizarro Winting thanked Human Resources Director Alex Basquez, who will be retiring. Ms. Pizarro Winting stated that Ms. Basquez has been very helpful to her and just wanted to say thank you and wished her well.

President Gonzalez Edmond congratulated Ms. Basquez on her retirement. She asked who would be covering for her position. Ms. Pizarro Winting stated that Fred Verdugo would be interim during the search for a new director.

13. 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 working with Human Resources to secure a date.

14. NEW BUSINESS

There was no new business discussed.

15. [20-278CS](#)

CLOSED SESSION (*Pursuant to Paragraph (b)(1) of Section 54957 of the California Government Code*):

RECOMMENDATION TO APPLY the terms of the 2019 - 2023 Memorandum of Understanding with the Long Beach Management Association to the Executive Director of the Civil Service Commission.

After reconvening from closed session at 9:53 a.m., President Gonzalez Edmond entertained a motion to approve the recommendation.

A motion was made by Commissioner Garnica, seconded by Vice President Morrison, 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

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:54 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 សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មើនគ្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណកម្មការធម្មនុញ្ញ)។