

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 8:32 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 and Susana

Present: Gonzalez Edmond

Commissioners Heather Morrison

Excused:

- 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.

- 2. [20-222CS](#) Recommendation to approve minutes:**

Regular Meeting of August 5, 2020

A motion was made by Commissioner Dowling, 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 - 7):

Passed the Consent Calendar

A motion was made by Commissioner Arias, seconded by Commissioner Dowling, to approve Consent Calendar Items (3 - 7). The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Excused: 1 - Heather Morrison

3. [20-223CS](#) **Recommendation to approve examination results:**
*Fire Captain (Established 08/14/20) **PROMOTIONAL***
Public Health Nurse Test #06 (Established 08/13/20)

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

4. [20-224CS](#) **Recommendation to approve bulletin(s):**
Licensed Vocational Nurse
Senior Combination Building Inspector
Water Treatment Supervisor

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

5. [20-225CS](#) **Recommendation to receive and file retirement(s):**
Armand Castellanos, Police Officer, Police Department (21 yrs., 8 mos.)
Terri Eggers, Community Services Supervisor, Parks, Recreation and Marine (29 yrs., 8 mos.)
Vincente Robles, Water Utility Mechanic III, Water Department (31 yrs., 4 mos.)
Walter Trujillo, Water Utility Supervisor II, Water Department (25 yrs., 9 mos.)

On behalf of the Civil Service Commission, Executive Director Christina Pizarro Winting, acknowledged Terri Eggers for her 29 years, 8 months of dedicated service to the City of Long Beach. Gladys Kaiser, Manager of the Community Recreation Services Bureau for the Department of Parks, Recreation and Marine, provided highlights of Ms. Eggers' career. The Commission congratulated Ms. Eggers on her retirement. Ms. Eggers expressed her gratitude for her career with the City of Long Beach.

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

6. [20-226CS](#) **Recommendation to receive and file resignation(s):**
Baldev Gill, Petroleum Operations Coordinator I, Energy Resources (13 yrs., 1 mo.)
Guillermo Sanchez, Water Treatment Operator II, Water Department (3 yrs., 11 mos.)

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

7. [20-227CS](#) **Recommendation to approve transfer(s):**
Brenda Cubillo - Administrative Analyst II, Financial Management to Administrative Analyst III, Police Department

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

REGULAR AGENDA

8. [20-228CS](#) **COVID-19 RELATED: RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD** - Susan Gonzalez, Administrative Analyst III
Communication from Sandra Kennedy, Administrative Officer, Financial Management
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 Financial Management was on the call to answer any questions.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Heather Morrison

9. [20-229CS](#) **COVID-19 RELATED: RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD** - Robert Corona, Customer Service Representative III
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 any questions.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and
Susana Gonzalez Edmond

Absent: 1 - Heather Morrison

10. [20-230CS](#)

**COVID-19 RELATED: DISCUSSION REGARDING
CONDUCTING WEEKLY CIVIL SERVICE COMMISSION
MEETINGS**

*Communication from Christina Pizarro Winting, Executive
Director*

Ms. Pizarro Winting provided the Commission with an update regarding meeting weekly due to the pandemic.

President Gonzalez Edmond thanked Ms. Pizarro Winting for a thorough report. She wanted to make sure that moving into biweekly meetings would not cause a delay in getting items approved. Ms. Pizarro Winting confirmed that was correct. She stated that working with departments on requests have been great as we are able to plan when items will be placed on the Commission's agenda.

Commissioner Arias wanted to clarify that Commission meetings take place twice a month on the 1st and 3rd Wednesday and not biweekly. She is concerned about September as there will be three weeks between meetings. Commissioner Arias also asked about layoffs and how much effort will it require on the part of the Commission. She wanted to know if the Commission would need to meet weekly to close the three-week gap. She also wanted to know if the Commission would need to do anything regarding furloughs as the rules talk about reduction. Ms. Pizarro Winting suggested that the Commission not make any decision until the budget has been confirmed. Once the budget is confirmed, a request for an order of layoff will come to the Commission for approval. Civil Service staff will then work to prepare layoff information as quickly as possible. Civil Service staff will bring the final layoff order back to the Commission for approval prior to it going to the City Manager.

President Gonzalez Edmond thanked Commissioner Arias for her clarification regarding meeting twice a month. She stated that it is a possibility for the Commission to meet biweekly to ensure requests are being processed in a timely manner and for staff to not be impacted with the furloughs. Ms. Pizarro Winting apologized and

stated that she was referring for the Commission to return to its regular meeting schedule. She stated that whichever way the Commission decides, Civil Service staff will be prepared due to the relationships that staff has developed with departments. We are receiving requests in advance and can plan better.

President Gonzalez Edmond stated that this is just a receive and file and no action will be taken. She stated that once we know the budget is confirmed and if there is flexibility, the Commission could consider meeting biweekly.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Heather Morrison

11. STANDING COMMITTEES

President Gonzalez Edmond recommended that prior to Standing Committees meeting, the Commission would like to request that the City Manager's office make a presentation regarding the Racial Inequity and Reconciliation Initiative.

Commissioner Arias believes it would be a good idea to have someone from the City Manager's office make a presentation. She thinks that the Committees could still meet to work on the suggestions stated in the Racial Inequity and Reconciliation Initiative.

Commissioner Dowling believes it would be beneficial to hear the presentation as well as begin the committee work.

Commissioner Garnica agreed with the recommendation.

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.

12. REPORTS FROM MANAGERS

A. Recruitment Division - Christina Pizarro Winting

Ms. Pizarro Winting reported that staff have been meeting with Police and Fire regarding recruitments. She will be able to provide more information once the budget has been adopted.

Commissioner Garnica stated that a few months ago, the Commission had a discussion about the need to be conscious of retirements and how it would affect recruitments. She wanted to know if staff has any idea right now or is it still preliminary. Ms. Pizarro Winting responded that through the budget hearings, discussion has taken place regarding the need to keep positions open that are vacant due to retirements. Departments are keeping budget and future retirements in mind.

B. Employment Services Division - Caprice McDonald

Ms. McDonald acknowledged Ms. Goings for completing the Fire Captain examinations. Despite the challenges of conducting the examination, she was able to make it happen. She stated that staff learned a lot should this become the new normal, but there is room for improvement. Ms. McDonald stated that having examinations in person is not her preferred way, so staff will continue to explore hosting examinations virtually. She stated that Fire Captain would not have been able to take place if it were not for the close collaboration with the Fire Department, the City's Safety Office and Civil Service. She thanked Ms. Davalos, Ms. Hamilton and the Administration Support team for their assistance.

Ms. McDonald reported that staff had an opportunity to meet with the Fire Department to discuss examinations and several other items. She is pleased that the conversation went well and is looking forward to working with the department regarding the use of the eligible list.

Ms. McDonald stated that after listening to the budget hearing, she is thankful that Ms. Pizarro Winting began forecasting meetings with departments. It gives her an opportunity to obtain department priorities and assign them to analysts.

Commissioner Arias stated that she looks forward to understanding the nuances of the eligible lists. Ms. McDonald is looking forward to providing the Commission with training.

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 reported that the second budget hearing took place. Presentations were made by Public Works, Library Services and Police Departments. She now understands why we wait to run calculation information for layoffs as there is a potential for changes to be made. She stated that we will continue to use this time to train staff on layoffs until the budget is approved.

Ms. Pizarro Winting stated that she will be attending a Budget Oversight meeting this evening as well as the Return to Work Subcommittee meeting this afternoon. She hopes to provide the Commission with an update soon.

Ms. Pizarro Winting stated that the final forecasting meeting will take place with Parks, Recreation and Marine on August 20th. She stated that Civil Service will be circling back with departments to review priorities based on the budget hearings.

Ms. Pizarro Winting thanked the Commission for serving as Executive Director for the past year. She is happy to be here and happy to have an amazing team to work with.

13. UNFINISHED BUSINESS

Ms. Pizarro Winting stated that nothing has been scheduled yet, but she has had conversation with IAM regarding other Civil Service business. IAM and Human Resources are very busy with negotiations and will connect with them after negotiations have been completed.

14. NEW BUSINESS

President Gonzalez Edmond informed the Commission that the retreat will be scheduled in two parts due to availability. She wanted to know if September 2nd and 9th would work with the Commission. Commissioners responded that they are available on both dates.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:20 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)។