

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

**WEDNESDAY, JANUARY 5, 2022
TELECONFERENCE, 9:00 AM**

Joel Garnica, President
Yvonne Wheeler, Vice President



Phyllis O. Arias, Commissioner
Susana Gonzalez Edmond, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND MINUTES

SPECIAL MEETING

**HELD VIA TELECONFERENCE
PURSUANT TO AB 361
(GOV. CODE SECTION 54953(e)(1)-(2))**

**WEB LINK: <https://longbeach-gov.zoom.us/j/97059687602>
DIAL IN NUMBER: (213) 338-8477 / MEETING ID: 970 5968 7602**

President Garnica called the meeting to order at 9:00 a.m.

FLAG SALUTE

President Garnica asked Marla Camerino, Executive Assistant, to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Yvonne Wheeler and Joel Garnica

Present:

Commissioners Susana Gonzalez Edmond

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, Ms. Pizarro Winting recognized Michael Shrout for his 26 years and 2 months of dedicated service to the City. Chief Xavier Espino and Captain Chris Milburn of the Long Beach Fire Department, Michael Goldschmidt who is the Assistant Director of Security with the Harbor Department and Sandy Wedgeworth who is a manager with Health and Human Services, were on the call to highlight his career. The Commission congratulated Mr. Shrout on his retirement. Mr. Shrout's wife was also on the call and he thanked her for all of her support.

2. [22-001CS](#) **Recommendation to approve minutes:**

Special Meeting of December 7, 2021

Special Meeting of December 8, 2021

Special Meeting of December 15, 2021

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

Yes: 3 - Phyllis O. Arias, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

CONSENT CALENDAR (3 – 10):

Commissioner Arias asked if the Commission will be receiving a report regarding Police Recruit. Ms. Pizarro Winting responded that a report will be provided at a future meeting.

Passed the Consent Calendar

A motion was made by Commissioner Arias, seconded by Vice President Wheeler, to approve Consent Calendar Items (3 - 10). The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

3. [22-002CS](#)

Recommendation to approve examination results:

Civil Engineer Test #27

Police Officer Lateral Test #25

Police Recruit Test #1

Refuse Operator I-III Test #31

*Senior Engineering Technician I-II - **PROMOTIONAL***

Special Services Officer I-IV Test #60

Tree Trimmer I-II Test #1

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

4. [22-003CS](#)

Recommendation to receive and file retirement(s):

Paul Esko, Police Lieutenant, Police Department (27 yrs., 8 mos.)

Steven Mace, Equipment Mechanic, Financial Management Department (25 yrs., 2 mos.)

Christopher Nicholls, Principal Building Inspector, Development Services Department (24 yrs., 10 mos.)

Richard Shoemaker, Gas Distribution Supervisor, Energy Resources Department (32 yrs., 6 mos.)

Michael Shrout, Fire Engineer, Fire Department (26 yrs., 32 mos.)

Elsa Villegas, Clerk Typist III, Parks, Recreation and Marine Department (33 yrs., 10 mos.)

David Woods, Combination Building Inspector, Development Services Department (20 yrs., 4 mos.)

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

5. [22-004CS](#)

Recommendation to receive and file resignation(s):

Angelica Dominguez, Clerk Typist III, Financial Management Department (4 mos. 24 days)

Francisco Flores, Public Safety Dispatcher I, Disaster Preparedness and Emergency Communications Department (4 mos., 5 days)

Derek Garcia, Police Officer, Police Department (1 yr., 1 mo.)

*Juan Ibarra, Assistant Administrative Analyst I, Water
Department (2 yrs., 3 mos.)
Ivette Nevarez, Clerk Typist III, Development Services
Department (5 yrs., 3 mos.)
Ema Sadek, Business Systems Specialist III, Technology and
Innovation Department (6 yrs., 1 mo.)
Kevin Simms, Mechanical Engineer, Energy Resources
Department (4 yrs., 10 mos.)
Brian Theofanos, Plumber, Harbor Department (10 yrs., 4
mos.)*

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

6. [22-005CS](#) **Recommendation to receive and file withdrawal of appeal
(Confidential):**
*Dismissal Appeal (28-D-1617) - Dismissal for failure to
participate*

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

7. [22-006CS](#) **Recommendation to approve transfer(s):**
*Alberto Navarro - Maintenance Assistant III, Public Works
Department to Maintenance Assistant III, Airport*

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

8. [22-007CS](#) **COVID-19 RELATED: Recommendation to Extend Non-Career
Hours - Alexandria Brown, Public Health Associate
Communication from Sandra Kennedy, Administrative Officer,
Department of Health and Human Services
Staff report prepared by Crystal Slaten, Deputy Director**

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

9. [22-008CS](#) **COVID-19 RELATED: Recommendation to Extend Non-Career Hours** - Mykal Nunez, Public Health Associate
*Communication from Sandra Kennedy, Administrative Officer,
Department of Health and Human Services
Staff report prepared by Crystal Slaten, Deputy Director*

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

10. [22-009CS](#) **Recommendation to Transfer from Unclassified to Classified Service** - Bertha Aguilar, Laboratory Assistant III
*Communication from Sandra Kennedy, Administrative Officer,
Department of Health and Human Services
Staff report prepared by Crystal Slaten, Deputy Director*

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

REGULAR AGENDA

11. [22-010CS](#) **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD** - Alexis Martinez, Electrical & Instrumentation Technician
*Communication from Christopher J. Garner, General Manager,
Water Department
Staff Report prepared by Crystal Slaten, Deputy Director*

Ms. Pizarro Winting introduced Ms. Slaten who briefed the Commission regarding this item.

Commissioner Arias expressed her frustration regarding the form being submitted incompletely and pointed out several sections of the form where there was either missing information or information that was vague. Commissioner Arias mentioned she looks at the form for information and when it is not listed it then becomes time-consuming. She also commented the Performance Appraisal submitted for Mr. Martinez did not mention that he needed to take

the CWEA examination. It says that he meets job requirements which is a concern. She asked if Mr. Martinez had received an examination date. Ms. Slaten responded Mr. Martinez was registered for the examination but has not been provided with a date yet. Ms. Pizarro Winting responded staff will work with departments to ensure completed forms are submitted as well as ensure proper information is contained on Performance Appraisals. Commissioner Arias commented Mr. Martinez sounds like a great employee and in no way are her comments a reflection of Mr. Martinez.

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

Yes: 3 - Phyllis O. Arias, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

12. [22-012CS](#)

RECOMMENDATION FOR SELECTIVE CERTIFICATION -

Assistant Administrative Analyst

*Communication from Christopher J. Garner, General Manager,
Water Department*

*Staff Report prepared by Caprice McDonald, Employment
Services Officer*

Ms. Pizarro Winting introduced Ms. McDonald who briefed the Commission regarding this item.

Commissioner Arias asked if the request would require a new recruitment. She believes it was mentioned in a report that was provided. Ms. McDonald responded that it would not.

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

Yes: 3 - Phyllis O. Arias, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

13. [22-011CS](#)

**REQUEST FOR CONTINUANCE - Dismissal Appeal
(06-D-1920)**

Communication from Devlin Osburn

Mr. Osburn addressed the Commission and requested another continuance as he needs additional time to find legal representation. Mr. Peters was on the call to object to the continuance.

After discussion, the Commission ultimately denied Mr. Osburn's request for a continuance and requested that he return on January 19th to provide a report regarding his legal representation.

A motion was made by Vice President Wheeler, seconded by Commissioner Arias, to deny Mr. Osburn's request for a continuance. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

14. STANDING COMMITTEES

A. Executive Committee

The Executive Committee did not have any new information to report.

B. Recruitment and Selection Committee

The Recruitment and Selection Committee did not have any new information to report.

C. Special Projects Committee

The Special Projects Committee did not have any new information to report.

15. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten reported that her division will begin 2022 by focusing on filling its current vacancies. She also reported staff will be meeting with departments to discuss recruitment needs and will use this information when participating in outreach events. She will continue to update the Commission on planned events.

B. Employment Services Division - Caprice McDonald

Ms. McDonald informed the Commission that offers have been made to fill Personnel Analyst vacancies. She thanked Ms. Alamo for her efforts with the onboarding process and hopes to have her division fully staffed by the beginning of February. She also thanked the Civil Service staff for their work during this transition period. Ms. McDonald provided updates on examinations that are currently taking place.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo reported Administration Support staff has been working hard to onboard newly hired staff, which is going smoothly. Ms. Alamo also provided an update on the closing of the first quarter of the fiscal year 2022 and the building of the base budget for the fiscal year 2023.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting welcomed the Commission back. She reported Civil Service staff is back in full swing and eager to get 2022 started. Ms. Pizarro Winting reported she reached out to the Mayor's office regarding the vacant commissioner position and is hoping to have a replacement early this year.

Ms. Pizarro Winting announced that Ms. Camerino has accepted an Administrative Analyst position in Financial Management. She commented that she is happy and proud of Ms. Camerino and acknowledged her for her service. She reported that Ms. Camerino's last day will be Friday, January 14th. The Commission congratulated Ms. Camerino on her promotion and thanked her for her service to the Commission. Ms. Camerino thanked the Commission and staff for the opportunity to work with them.

16. UNFINISHED BUSINESS

There was no unfinished business discussed.

17. NEW BUSINESS

A discussion took place with President Garnica, Vice President Wheeler, Commissioner Arias, Mr. Anderson and Ms. Pizarro Winting regarding virtual hearings. It was mentioned that the Commission can move forward with virtual hearings from a logistical standpoint; however, the meet and confer process regarding virtual hearings needs to be completed with certain bargaining units. It

was mentioned the meet and confer process was suspended once we were able to begin meeting in person. Vice President Wheeler and Commissioner Arias would prefer to meet virtually given the spread of the current COVID-19 variant. President Garnica feels it might be too soon to move to a virtual meeting on January 12th as the meet and confer process has not been completed and to give time to have a mock hearing to ensure all goes well. President Garnica recommends that staff complete the meet and confer process with bargaining units in case the need arises. She would be okay meeting in person next week at which time a discussion can take place if the Commission is not comfortable. She does not want to delay hearings as they have been suspended for over a year and to ensure every employee gets their due process in a timely manner.

After further discussion, it was decided Ms. Pizarro Winting will reach out to city staff to resume the meet and confer process. Ms. Pizarro Winting will also confirm precautions are taken to ensure everyone's safety during the hearing next week. Staff will also provide KN95 or N95 masks should the in person meeting move forward. In the meantime, staff will reach out to Mr. Yuwiler to find out if he was retained by the union or the employee. If Mr. Yuwiler was retained by the employee, then it would not be necessary to meet and confer with the union prior to going virtual.

18. 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.

ADJOURNMENT

President Garnica adjourned the meeting at 10:26 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.

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