

**CITY OF SANTA BARBARA  
CIVIL SERVICE COMMISSION  
MINUTES  
REGULAR MEETING**

Monday, January 10, 2022  
4:15 p.m.  
Via Zoom

**ORDER OF BUSINESS:**

1. *Call to order & roll call.* The meeting was called to order by Chair Donna Lewis. Present: Commissioners Alan Kasehagen, and Lindsey Charles. Staff members Graciela Reynoso and Erik Uchida were present.
2. *Public comment.* Nobody wished to make a public comment.
3. *Approval of the minutes from the Civil Service Commission Meeting on November 08, 2021.* A motion to approve the minutes from the Civil Service Commission meeting on November 08, 2021 was made and seconded. The motion was approved by all Commissioners.
4. *Update from Ms. Lewis on adding mediation to the Civil Service Hearing Procedures.* Ms. Lewis sent out an email regarding some of the proposed changes to the hearing procedures prior to the meeting. She pointed out that one of the proposed changes required that a mediator to be selected within a 10 day window. Ms. Lewis questioned if 10 days provided enough time to complete the selection process. She asked the Commission how they felt about providing 20 days for selecting a mediator. Mr. Kasehagen said that he did not have an issue with extending the time frame. Ms. Lewis suggested that both parties would have up to 10 days to provide a list of three possible mediators to the other party. The party receiving the list would then have up to 6 days to cross off a name from the list and return the list to the initiating party. The initiating party would then have up to 4 days to cross out a second name, leaving the final person on the list to serve as the mediator. The Commission agreed to move forward with the proposed 20-day period for selecting a mediator. Ms. Charles made a motion to approve the language for mediation with the adjustment to the time frame for mediator selection. All commissioners approved the motion. Ms. Lewis planned to email City Attorney, Ariel Calonne, with the draft of the mediation language.
5. *Discussion on Appointment of the Commission's Chair and Vice Chair Positions.* Mr. Uchida explained the appointments of the Commission's Chair and Vice Chair positions occur at the beginning of each fiscal year. The Commission did not appoint a new Chair or Vice Chair at the beginning of this fiscal year, so they had the option of appointing the positions immediately or waiting until the beginning of next fiscal year. Mr. Kasehagen suggested that the current Chair and Vice Chair remain in place until the next fiscal year. Ms. Charles agreed with Mr. Kasehagen's suggestion. Mr. Kasehagen made a motion for the current Chair and Vice Chair to remain in place

through the remainder of the fiscal year. The motion was seconded and approved.

6. *Discussion of upcoming hearings.* Mr. Uchida stated that there is an upcoming hearing. Human Resources was working with SEIU and the City Attorney's office to schedule a date for the hearing. Mr. Kasehagen asked if Human Resources could ensure that everyone involved had video capacity on Zoom. Ms. Reynoso said that the City could provide the Commission with video access either by loaning laptops or setting up private in-person workstations at City facilities. Ms. Lewis suggested the Commission meet in person for the hearing to use one Zoom account. Ms. Reynoso said that these different options are all be available.
7. *Topics for next meeting.* Status update on adding mediation language to the Civil Service Hearing Procedures.
8. *Adjournment of Meeting.* A motion to adjourn the meeting was made, seconded, and approved.

Materials related to an item on this agenda submitted to the Civil Service Commission after distribution of the agenda packet are available for public inspection in the Human Resources Office located at City Hall, 735 Anacapa Street, Santa Barbara during normal business hours.

In compliance with the Americans with Disability Act (ADA), if you need special assistance to participate in this meeting, please contact Wendy Levy at 564-5316. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.