

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION**

MINUTES

REGULAR MEETING

Monday, March 14, 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 Wendy Levy, 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 January 10, 2022.* A motion to approve the minutes from the Civil Service Commission meeting on January 10, 2022 was made and seconded. The motion was approved by all Commissioners.
4. *Status update on adding mediation language to the Civil Service Hearing Procedures.* Ms. Lewis explained that she sent an email to City Attorney, Ariel Calonne, regarding some of the proposed changes to the hearing procedures. Mr. Calonne responded to Ms. Lewis' email by referencing an email he sent in November 2020 detailing the ways that mediation could be inserted into the Municipal Code. Mr. Calonne's email explained that adding mediation would require council action to amend the Municipal Code. Ms. Lewis stated she was unclear as to why mediation needed to be inserted into the Municipal Code as opposed to the Civil Service Hearing Procedures. Ms. Lewis stated that changes had been made to the hearing procedures in the past without Council approval, so she wanted some clarification whether Council approval is actually needed. If mediation needed to be added to the Municipal Code, Ms. Lewis suggested inserting it in Chapter 3.16.440, "Hearing Procedures", between section C and D. Ms. Levy responded that by the time a case reaches the Civil Service Committee, a Skelly conference has already occurred. She said that the Skelly conference would be a place where mediation might happen. Ms. Levy explained that an employee has the opportunity to state their case and provide any supportive evidence at the Skelly conference. She asked if the Skelly conference could then, in essence, be considered mediation. Ms. Lewis said that the Skelly Conference is not mediation because it is not administered by a neutral party. The Commission asked to follow up with the City Attorney to find out if Council approval is required to add mediation to the Civil Service process. Ms. Lewis planned to email Mr. Calonne for clarification on the necessity of Council approval.
5. *Discussion on Upcoming Hearings.* Ms. Reynoso stated that there are currently no upcoming hearings.

6. *Topics for next meeting.* Status update on adding mediation language to the Civil Service Hearing Procedures.
7. *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.