

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

**REGULAR MEETING**

Monday, March 13, 2023

4:15 p.m.

I.T. Training Room, City Hall

735 Anacapa Street, Santa Barbara, California

**ORDER OF BUSINESS:**

1. *Call to order & roll call.* The meeting was called to order by Chair Alan Kasehagen. Present: Commissioners Donna Lewis, Lindsey Charles, and Hap Freund. 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 January 30, 2023.* A motion to approve the minutes from the Civil Service Commission meeting on January 30, 2023 was made and seconded. The motion was approved by all Commissioners.
4. *Discussion on the proposed mediation language for the Civil Service Hearing Procedures* City Clerk, Sarah Gorman, attended the meeting to speak about the process for proposing a change to the hearing procedures to the City Council. Ms. Gorman explained that the Civil Service Commission would need to communicate the desired change to the Council as a whole. If either two Councilmembers or one Councilmember and the Mayor want to consider the proposed change, those members will write a memo to the entire Council stating that the Council should vote on the proposal. One Civil Service Commissioner should act as a representative to communicate with the City Council. The designated Civil Service Commissioner should send the Commission's proposal to all of the City Councilmembers. Ms. Lewis asked if the Commission's Hearing Procedures had been changed in the past without Council approval, is Council's approval necessary to make a change to the resolution. Ms. Gorman explained that if changes to the Hearing Procedures were made by a Council Resolution in the past, then Council's approval would be required to make subsequent changes. Ms. Lewis asked Ms. Gorman about the process to change the Hearing Procedures if they were not changed by Council Resolution in the past. Ms. Gorman was unsure of the process. The Commission asked staff to research how changes were made to the Hearing Procedures in the past.
5. *Discussion of Upcoming Hearings.* Mr. Kasehagen stated that there is a hearing scheduled for April 5<sup>th</sup>. He asked if the hearing parties are on schedule to provide the hearing materials to the commission by March 31<sup>st</sup>. Mr. Uchida said that the City's attorney, John Doimas, has already submitted his materials. The City also reached out to the employee's attorney to request that they submit their hearing materials in a

timely fashion. Mr. Kasehagen asked if there were any other possible upcoming hearings. Ms. Reynoso stated there were no other upcoming hearings. Ms. Lewis asked for clarification about Mr. Freund's participation in the upcoming hearing. Mr. Uchida said that the attorneys are not opposed to having Mr. Freund attend the hearing, but hearing rules stated that any commissioner recused from participating in the hearing cannot attend as a spectator. Mr. Uchida said that he would get a final determination from the Hearing Officer about Mr. Freund's participation in the hearing.

6. *Topics for next meeting.* A follow-up discussion on adding the proposed mediation language to the Hearing Procedures. In particular, discussion on the past practice used to update the Hearing Procedures. Discussion on upcoming hearings.
7. *Adjournment of Meeting.* A motion to adjourn the meeting was made, seconded, and approved.