

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

REGULAR MEETING

Monday, May 8, 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 March 13, 2023.* A motion to approve the minutes from the Civil Service Commission meeting on March 13, 2023 was made and seconded. The motion was approved by all Commissioners.
4. *Advisory Group Purview, Communication and Conduct Essentials Training.* City Clerk, Sarah Gorman, and Human Resources Manager, Graciela Reynoso, conducted a training regarding decorum and the purview of the commission.
5. *Discussion on the Addition of Mediation to the Civil Service Hearing Procedures* Mr. Kasehagen drafted an email to the Santa Barbara City Council requesting to add mediation to the Civil Service Procedures. A draft of the email was distributed to the Commission for review prior to the meeting. The Commission discussed the language in the email, specifically the order of the paragraphs and the word choice used throughout the email. After some discussion, the Commission agreed upon a finalized version of the email. Mr. Kasehagen offered to send the email to the City Councilmembers on Thursday, May 11th. Ms. Lewis made a motion to have Mr. Kasehagen make the agreed upon revisions to the email and send it to the City Councilmembers, the City's Human Resources Office, and the Civil Service Commissioners. The motion was approved by the Commission.
6. *Discussion of Upcoming Hearings.* Ms. Reynoso stated that there are currently no upcoming hearings.
7. *Topics for next meeting.* A follow-up discussion on the email that was sent to City Council regarding the addition of mediation language to the Hearing Procedures. Discussion on the recruitment for the vacant Civil Service Commissioner position.
8. *Adjournment of Meeting.* A motion to adjourn the meeting was made, seconded, and approved.