

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

Monday, September 25, 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 Lindsey Charles. Present: Commissioners Donna Lewis, Alan Kasehagen, 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 July 10, 2023.* A motion to approve the minutes from the Civil Service Commission meeting on July 10, 2023 was made and seconded. The motion was approved by all Commissioners.
4. *Discussion on the request to City Council to Add Mediation to the Civil Service Hearing Procedures.* Ms. Lewis and Mr. Freund provided an update to the commission stating that they met with five of the City Councilmembers. Mr. Freund said that the Councilmembers seemed favorable to adding mediation to the hearing procedures. However, Mr. Freund also explained that if the City Council has unresolved items at the end of the calendar year, the items would need to “start over” beginning in the next calendar year. Ms. Lewis explained that if the Commission decides to provide a “2-Party Memo” to Council, they should wait until January to submit the memo. Ms. Lewis also added that a Councilmember explained that using a 2-Party Memo was considered aggressive by Council, so the Council may want to re-consider the use of the memo.
5. *Review a draft of a “2-Party Memo” regarding Mediation.* Ms. Lewis passed a draft of the 2-Party Memo to the commission for review, explaining that it was created using a standard template. The commission then discussed the process for submitting the memo and having it approved. Ms. Lewis agreed to contact John Doimas at the City Attorney’s Office to discuss the options, other than a 2-Party Memo, to add an item to the City Council agenda. Mr. Kasehagen made a motion to add the mediation item to the Council agenda without a 2-Party Memo, if possible. Mr. Freund seconded the motion and the rest of the Commission approved.
6. *Discussion on the recruitment for the vacant Civil Service Commissioner position* Mr. Kasehagen mentioned that his term on the Commission was scheduled to end with the calendar year and that he needed to re-apply to the Commission. Ms. Lewis stated that she also needed to re-apply for the Commission. Mr. Freund said that he reached out to potential candidates to encourage them to apply. He asked staff if any applications had already been received. Mr. Uchida stated that the City had not received any new applications thus far.

7. *Discussion of Upcoming Hearings.* Ms. Reynoso stated that there are currently no upcoming hearings.
8. *Topics for next meeting.* Continued discussion on adding mediation to the Commission's Hearing procedures.
9. *Adjournment of Meeting.* A motion to adjourn the meeting was made, seconded, and approved.