



CIVIL SERVICE BOARD MEETING MINUTES

Date: August 11, 2011
OPEN SESSION- 5:30 p.m.
City Hall, One Frank H. Ogawa Plaza, Hearing Room 2

BOARD MEMBERS PRESENT: 5 – Chairperson, Wendall Mitchell
Vice-Chairperson, Winnie Anderson
Board Member, Dee Dee Brantley
Board Member, Alex Drexel
Board Member, Michelle Hatchell

BOARD MEMBERS ABSENT: 2 – Board Member, Judith Bodenhausen
Board Member, Michael Siegel

STAFF PRESENT: Andrea R. Gourdine, DHRM Director, Secretary to the Board
Tracy Chriss, City Attorney
Kip Walsh, HR Manager, Staff to the Board

The meeting commenced at 5:35 p.m. with five members present.

OPEN SESSION AGENDA

ROLL CALL

1) CONSENT CALENDAR

- a) Approval of Classification Specification: Forensic Technician
- b) Approval of classification Specification: Outreach Developer
- c) Ratification of Provisional Appointments of Animal Control Officers

A motion was made by Member Hatchell and seconded by Member Drexel to approve the classification specifications for Forensic Technician, Outreach Developer; and the ratification of provisional appointments of Animal Control Officers. The motion carried by the following vote:

Votes: Board Member Ayes: 5 – Chairperson Mitchell, Vice-Chairperson Anderson,
Member Brantley, Member Drexel, Member Hatchell
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 –Member Bodenhausen, Member Siegel

2) OLD BUSINESS

a) Approval of June 9, 2011 Civil Service Board Meeting Minutes

- **A motion was made by Member Brantley and seconded by Vice-chairperson Anderson to approve the June 9, 2011 Civil Service Board Minutes. The motion carried by the following vote:**

Votes: Board Member Ayes: 5 – Chairperson Mitchell, Vice-Chairperson Anderson, Member Brantley, Member Drexel, Member Hatchell
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Member Bodenhausen, Member Siegel

b) Determination of Schedule of Outstanding Board Items

A motion was made by Member Brantley and seconded by Vice-Chairperson Anderson to approve the following Schedule of Outstanding Board Items.

- **Schedule to discuss at the September 8, 2011 Civil Service Board Meeting, to Determine if the Civil Service Board will refer the Appeal of Medical Separation of Construction Inspector, Paul Crum, to an outside hearing officer and;**
- **Schedule to discuss at the September 8, 2011 Civil Service Board Meeting, to Determine if the Civil Service Board will refer the Appeal of Probationary Release of Communications Dispatcher, Allen McFarland, to an outside hearing officer and;**
- **Schedule to discuss at the September 8, 2011 Civil Service Board Meeting, the determination of jurisdiction of the Civil Service Board in the Appeal of Discipline of Firefighter, Ronald Curtis and;**
- **To approve the Hearings & Appeals Calendar.**

The motion carried by the following vote:

Votes: Board Member Ayes: 5 – Chairperson Mitchell, Vice-Chairperson Anderson, Member Brantley, Member Drexel, Member Hatchell
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Member Bodenhausen, Member Siegel

3) **NEW BUSINESS:**

a) Election of Civil Service Board Officers (Pursuant to Civil Service Rule 2.05)

Vice-Chairperson, Anderson nominated Chairperson Wendall Mitchell for another one-year term as the Civil Service Board Chairperson. Member Brantley nominated Vice-Chairperson Anderson for another one-year term as the Civil Service Board Vice-Chairperson. A motion was made by Member Brantley and seconded by Member Hatchell to approve the slate of nominations for Chairperson Wendall Mitchell to continue as the Chairperson and for Vice-

Chairperson Winnie Anderson to continue as the Vice-Chairperson for the Civil Service Board for another one-year term: The motion carried by the following vote:

Votes: Board Member Ayes: 5 – Chairperson Mitchell, Vice-Chairperson Anderson, Member Brantley, Member Drexel, Member Hatchell
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Member Bodenhausen, Member Siegel

- b) Quarterly Report of Outstanding Classification Studies

Principal Human Resources Analyst, Jamie Pritchett provided an updated quarterly report of outstanding classification studies.

- c) Discussion to Determine Whether to Refer the Disciplinary Appeal of Emergency Service Coordinator

A motion was made by Member Drexel and seconded by Member Brantley to refer the Disciplinary Appeal of Emergency Service Coordinator Sheehan (Sean) Gillis to an outside hearing officer. The motion carried by the following vote:

Votes: Board Member Ayes: 5 – Chairperson Mitchell, Vice-Chairperson Anderson, Member Brantley, Member Drexel. Member Hatchell
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Member Bodenhausen, Member Siegel

Speaker(s): Madelyn G. Jordan-Davis- City of Oakland Attorney

- d) Director's Report: Letter of Agreement with the Port Regarding Personnel Practices Related to Common Classes

Chairperson Mitchell requested that the DHRM Director provide an update on items under the jurisdiction of the Board that are related to the relationship between the City and the Port at the September 8, 2011 Civil Service Board Meeting .

OPEN FORUM:

Speaker(s)– NONE

ADJOURNMENT:

There being no further business, and upon the motion made by Vice-Chairperson Anderson and seconded by Member Drexel, the Civil Service Board adjourned the meeting at 6:08 p.m.

NEXT MEETING

September 8, 2011 – 5:30 p.m.
City Hall, One Frank H. Ogawa Plaza, Hearing Room 2