CITY OF OAKLAND

CIVIL SERVICE BOARD *SPECIAL* MEETING MINUTES

Date: July 18, 2013

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 Alex Drexel
Board Member Dee Dee Brantley
Board Member Andrea Gourdine
Board Member David Jones

BOARD MEMBERS ABSENT: 2 – Board Member Judith Bodenhausen
Board Member Amy Dunning

STAFF PRESENT: Katano Kasaine, Acting Director of Human Resources Management, Secretary to the Board
Tracy Chriss, Deputy City Attorney
Kip Walsh, Recruitment & Classification Manager, Staff to the Board
Cecilia Carey, HR Technician, Staff to the Board

The Civil Service Board convened at 5:36 pm with Chairperson Wendall Mitchell presiding.

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM: 3 minutes
There were no speakers

2) CONSENT CALENDAR
There were no items

3) OLD BUSINESS:

a) Approval of May 9, 2013 Civil Service Board Meeting Minutes ACTION

Resolution # 44633

A motion was made by Vice-Chairperson Drexel and seconded by Board Member Jones to approve the May 9, 2013 Meeting Minutes. The motion carried by the following vote:

Votes: Board Member Ayes: 4 – Mitchell, Drexel, Jones, Brantley
Board Member Noes: None

Board Member Abstentions: 1 - Gourdine
Board Members Absent: 2 – Bodenhausen, Dunning

b) Approval of June 20, 2013 Civil Service Board Meeting Minutes ACTION

Resolution # 44634

A motion was made by Vice-Chairperson Drexel and seconded by Board Member Gourdine to approve the June 20, 2013 Meeting Minutes. The motion carried by the following vote:

Votes: Board Member Ayes: 4 – Drexel, Gourdine, Brantley
Board Member Noes: None
Board Member Abstentions: 2 – Mitchell, Jones
Board Members Absent: 2 – Bodenhausen, Dunning

c) Determination of Schedule of Outstanding Board Items INFORMATION
- Civil Service Board Appeals & Hearings Calendar

Resolution # 44635

One (1) Speaker: Nicole Welch, SEIU Representative

Ms. Welch makes personal introduction to the Board

Item: Service Employees International Union (SEIU) Local 1021: Appeal of Examination Results for Revenue Operations Supervisor originally scheduled to be heard under Item 4e.
Ms. Walsh, Recruitment & Classification Manager speaks to receiving a request form SEIU Local 1021 Appellant's representative to reschedule item due to being involved in the bargaining process. Ms. Walsh also speaks to confirming with the SEIU Local 1021 Appellant's representative the availability to reschedule item for the August 15, 2013 Civil Service Board Meeting.

A motion was made by Board Member Drexel and seconded by Board Member Gourdine to continue Item 4e Service Employees International Union (SEIU) Local 1021: Appeal of Examination Results for Revenue Operations Supervisor to the August 15, 2013 Civil Service Board Meeting . The motion carried by the following vote:

Votes: Board Member Ayes: 5 - Mitchell, Drexel, Brantley, Gourdine, Jones
Board Member Noes: None
Board Member Abstentions: None
Board Member(s) Absent: 2 – Bodenhausen, Dunning

Resolution # 44636

One (1) Speaker: Deborah Bialosky

Item: Request from the City's representative to refer an Appeal of Discipline (PWA-2013-001) to an outside Hearing Officer originally scheduled to be heard under Item 4d.

Ms. Bialosky states that the discipline in this case involves a comp combined discipline for two separate incidences and because those incidents are unrelated it would take the City one day to present its side of the case.

A motion was made by Board Member Gourdine and seconded by Board Member Drexel to approve the City's request to refer the appeal to an outside Hearing Officer. The motion carried by the following vote:

Votes: Board Member Ayes: 5– Mitchell, Drexel, Brantley, Gourdine, Jones
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Bodenhausen, Dunning

i) Status of Hearings Referred to Hearing Officers: INFORMATION

a. Appeal of Dan Kemmit: As of July 11, 2013 tentative settlement reached, pending City Administrator authorization.

b. Appeal of Sheehan Gillis: As of July 11, 2013 hearing completed April 30, 2013, hearing officer's findings projected date to Arbitrator July 2013.

Resolution # 44637

Cecilia Carey, HR Technician and Staff to the Board, reported that there were no new items scheduled this month.

A motion was made by Board Member Drexel and seconded by Board Member Gourdine to accept the schedule as modified. The motion carried by the following vote:

Votes: Board Member Ayes: 5 - Mitchell, Drexel, Brantley, Gourdine, Jones
Board Member Noes: None
Board Member Abstentions: None
Board Member(s) Absent: 2 – Bodenhausen, Dunning

ii) Recommendation from staff that the Civil Service Board meeting be changed from the 2nd Thursday of the month to the 3rd Thursday of the month. ACTION

Resolution # 44638

A motion was made to approve the rescheduling of the Civil Service Board Meetings from the 2nd Thursday of the month to the 3rd Thursday of the month and is tentatively approved upon the receipt of the approval from the absent Board Members Bodenhausen and Dunning. The motion carried by the following vote:

Votes: Board Member Ayes: 5– Mitchell, Drexel, Gourdine, Jones and Brantley
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Bodenhausen, Dunning
Received approval from Board Members Bodenhausen and Dunning via email on July 22, 2013.

4) NEW BUSINESS:

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

Resolution # 44639

Board Member Jones nominated Chairperson Mitchell for an additional one-year term as the Civil Service Board Chairperson. A motion was made by Member Jones seconded by Board Member Gourdine to accept the nomination of Chairperson Wendall Mitchell for an additional one-year term as Chairperson. The motion carried by the following vote:

Votes: Board Member Ayes: 5– Drexel, Gourdine, Jones and Brantley
Board Member Noes: None
Board Member Abstentions: Mitchell
Board Members Absent: 2 – Bodenhausen and Dunning

Board Member Jones nominated Vice-Chairperson Drexel for an additional one-year term as the Civil Service Board Vice-Chairperson. A motion was made by Board Member Jones and seconded by Board Member Gourdine to accept the nomination of Vice-Chairperson Alex Drexel for an additional one-year term as Vice-Chairperson. The motion carried by the following vote:

Votes: Board Member Ayes: 5– Mitchell, Gourdine, Jones and Brantley
Board Member Noes: None
Board Member Abstentions: Drexel
Board Members Absent: 2 – Bodenhausen and Dunning

b) Quarterly Classification Study Report INFORMATION

Resolution # 44640

A motion was made by Board Member Jones and seconded by Board Member Drexel to accept Quarterly Classification Study Report as reflected in the Agenda Packet. The motion carried by the following vote:

Votes: Board Member Ayes: 5 - Mitchell, Drexel, Brantley, Gourdine, Jones
Board Member Noes: None
Board Member Abstentions: None
Board Member(s) Absent: 2 – Bodenhausen, Dunning

c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21.

Resolution # 44641

A motion was made by Board Member Jones and seconded by Board Member Brantley to accept the Informational Report on the Status of Temporary Assignments for Temporary Contract Employees (TCSEs) and Exempt Limited Durations Employees (ELDEs) as reflected in the Agenda Packet. The motion carried by the following vote:

Votes: Board Member Ayes: 5 - Mitchell, Drexel, Brantley, Gourdine, Jones
Board Member Noes: None
Board Member Abstentions: None
Board Member(s) Absent: 2 – Bodenhausen, Dunning

d) Request from the City's representative to refer an Appeal of Discipline (PWA-2013-001) to an outside Hearing Officer.

Item heard under Item 3c Determination of Schedule of Outstanding Board Items

e) Service Employees International Union (SEIU) Local 1021: Appeal of Examination Results for Revenue Operations Supervisor

Item heard under Item 3c Determination of Schedule of Outstanding Board Items

f) Update Regarding the Status of Port's Compliance with Ordinance No. 13120 C.M.S. (Amended Ordinance No. 8979)

Resolution # 44642

Chairperson Wendall Mitchell instructs staff to bring back to the Civil Service Board any modification items agreed upon as well as any contentious items where the Civil Service Board may be of assistance in the resolution.

A motion was made by Board Member Drexel and seconded by Board Member Brantley to accept the Update Regarding the Status of Port's Compliance Report as reflected in the Agenda Packet. The motion carried by the following vote:

Votes: Board Member Ayes: 5 - Mitchell, Drexel, Brantley, Gourdine, Jones
Board Member Noes: None
Board Member Abstentions: None
Board Member(s) Absent: 2 – Bodenhausen, Dunning

The next meeting is scheduled to be held on August 15, 2013. All materials related to agenda items must be submitted by August 8, 2013. For any materials over 100 pages, please also submit an electronic version. All items should be submitted via email and/or U.S. Mail to:

City of Oakland - Civil Service Board
Attn: Cecilia Carey, Staff to the Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com

ADJOURNMENT

This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call the Civil Service Board staff at (510) 238-3412 or TDD (510) 238-3254 at least three working days before the meeting. Please refrain from wearing scented products to this meeting so attendees who experience chemical sensitivities may attend.