



## CIVIL SERVICE BOARD MEETING MINUTES

**Date: July 16, 2020**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, HR Manager/Staff to the Board  
Vadim Sidelnikov, Deputy City Attorney  
Jessica Rutland, Human Resource Technician

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Deputy City Attorney will join the meeting via phone/video conference and no teleconference locations are required.

### PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

#### OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/81236805844?pwd=WG1XNXVWL0hqBURJUK1QQ2oxTVhVUT09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):  
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099  
or +1 301 715 8592 or +1 312 626 6799

**Webinar ID: 812 3680 5844 (Note: Password "CSB715" may be required to connect.)**

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

#### COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “\*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Greg Preece, Human Resources Manager at [GPreece@oaklandca.gov](mailto:GPreece@oaklandca.gov). – Human Resources Management Department.

## OPEN SESSION AGENDA

### ROLL CALL

#### 1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.  
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING  
OPEN FORUM.**

#### 2) APPROVAL OF THE JULY 16, 2020 CIVIL SERVICE BOARD MEETING AGENDA ACTION

**44987 A motion was made by Vice Chair Johnson and seconded by Board Member Levin to approve the July 16, 2020 Civil Service Board Meeting Agenda. The motion passed.**

**Votes:** Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Williams.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: (Martinez – Technical Issue)

#### 3) UPDATES, SECRETARY TO THE BOARD INFORMATION

#### 4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (0)

- There are no requests for provisional appointments.
- b) Approval of Employee Requests for Leave of Absence (0)
- There are no requests for leaves of absence.
- c) Approval of Revised Classification Specifications (1)
- Retirement Systems Accountant

**44988 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the Consent Calendar. The motion passed.**

**Votes:** Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Williams.

Board Member Noes: None  
 Board Member Abstentions: None  
 Board Members Absent: (Martinez – Technical Issue)

## 5) OLD BUSINESS:

- a) Approval of June 18, 2020 Civil Service Board Meeting Minutes ACTION

**44989 A motion was made by Vice Chair Johnson and seconded by Board Member Hudson-Harmon to approve the June 18, 2020 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Martinez, Williams.

Board Member Noes: None  
 Board Member Abstentions: None  
 Board Members Absent: None

- b) Determination of Schedule of Outstanding Board Items INFORMATION
- 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 ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

d) Update on Common Class Study

INFORMATION

**6) NEW BUSINESS:**

a) Approval of New Classification Specification for Director of Workplace & Employment Standards

ACTION

**44990 A motion was made by Board Member Hudson-Harmon and seconded by to approve the new Classification Specification for Director of Workplace & Employment Standards. The motion passed.**

**Votes:** Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: Levin  
Board Members Absent: None

b) City Council Zero Tolerance Policy Legislation

INFORMATION

- Request of the Board to research how other municipalities are handling similar legislation.
- Request of the Board to have a speaker from Council or other office/department to clarify the intent of this legislation as it relates to the Civil Service Board's role.

c) Quarterly Report per Section 3.04 of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of all Classification Specifications Revisions Currently Under Review

INFORMATION

d) Report on Board Member Terms and Holdover Status

INFORMATION

e) Election of Board Members as Chair and Vice Chair

ACTION

**44991 A motion was made by Vice Chair Johnson and seconded by Board Member Martinez to nominate Andrea Gourdine as Chairperson. The motion passed.**

**Votes:** Board Member Ayes: 6 – Johnson, Baranco, Levin, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: Gourdine  
Board Members Absent: None

**44992 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Levin to nominate Chris Johnson as Vice Chairperson. The motion passed.**

**Votes:** Board Member Ayes: 6 – Gourdine, Baranco, Levin, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: Johnson  
Board Members Absent: None

## 7) OPEN FORUM

## 8) ADJOURNMENT TO CLOSED SESSION

ACTION

**44993 A motion was made by Vice Chair Johnson and seconded by Board Member Levin to adjourn to Closed Session. The motion passed.**

**Votes:** Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Levin, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

## CLOSED SESSION AGENDA

*The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6*

### ROLL CALL

Board Member Levin recused herself from Closed Session at 7:25 p.m. due to a potential conflict with one of the witnesses.

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#### **1) Personnel Matter for Public Employee: 6.06 – Appeal of Probationary Release: PORT-2020-AP02 (D. Chall)**

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.*

**44994 A motion was made at 9:40 p.m. by Vice Chair Johnson and seconded by Board Member Baranco to adjourn from Closed Session and return to Open Session. The motion passed.**

**Votes:** Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Levin (recused)

## OPEN SESSION AGENDA

### 2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

- The Board took no reportable action in Closed Session as the Appeal will be continued to a future date.

### 3) ADJOURNMENT

**44995 A motion was made by Vice Chair Johnson and seconded by Board Member Baranco to approve Adjournment. The motion passed.**

**Votes:** Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Levin, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: None

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 20, 2020. All materials related to agenda items must be submitted by Thursday, August 6, 2020. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov) or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov) o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY