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**File ID:** 2022-02114

1/30/2023

**Consent Item 1.**

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**Approval of Civil Service Board Meeting Minutes**

File ID: 2022-02114

**Location:** Citywide

**Recommendation:** Pass a **Motion** approving the Civil Service Board Meeting Minutes of November 21, 2022.

**Contact:** Mindy Cuppy, MMC, City Clerk, (916) 808-5441, mcuppy@cityofsacramento.org, Office of the City Clerk

**Presenter:** None

**Attachments:**

1-Description/Analysis

2-November 21, 2022 Civil Service Board Meeting DRAFT Minutes

**Description/Analysis**

**Issue Detail:** It is best practice for the legislative body to approve the minutes for each meeting.

**Policy Considerations:** Per the City Charter, the City Council shall require the City Clerk to keep a permanent record of its proceedings showing all action considered and taken, motions and records, the text of ordinances and resolutions introduced or adopted and all amendments thereto proposed or adopted, and the vote of each council member regarding any matter before the Council or any committee thereof.

**Economic Impacts:** None.

**Environmental Considerations:** None.

**Sustainability:** Not applicable.

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** After each board, commission, or committee meeting, the City Clerk composes the DRAFT Minutes for noting the action taken by the legislative body. The DRAFT Minutes are presented to the board, commission, or committee for its approval as a permanent record of the meetings actions.

**Financial Considerations:** None.

**Local Business Enterprise (LBE):** Not applicable.

**CIVIL SERVICE BOARD**

**Gwynnae Byrd** (Chair)  
**Emmanuel Amanfor** (Vice Chair)  
**Joy Gonzalez-Cabatic**  
**Shalinee Hunter**  
**Kathryn Meola**

**COMMISSION STAFF**

Audreyell Anderson-White, Senior Deputy City Attorney  
Cynthia Sprenger, Civil Service Board Secretary  
Armando Herrera, Administrative Analyst  
Nancy Nguyen, Administrative Assistant



**DRAFT Minutes**  
**Civil Service Board**

**Teleconference Meeting Only**

**City Hall Complex**  
**915 I Street**  
**Sacramento, CA 95814**

*Published by the Office of the City Clerk*  
*(916) 808-7200*



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**Monday, November 21, 2022**

**1:00 p.m.**

**NOTICE TO THE PUBLIC**

In compliance with AB361 and the Resolution Declaring the Existence of a Local Emergency Relating to the COVID-19 Pandemic, adopted by the City of Sacramento City Council, City Council and other public meetings are currently **Teleconference Meetings Only** to align with local and federal guidelines and social distancing recommendations for the containment of the coronavirus.

**Join this meeting via Zoom:**

<https://cityofsacramento-org.zoom.us/j/94728828899?pwd=ZjIKMEVUbDNybWZ0Z0tMYUY5S29SZz09>

**Webinar ID:** 947 2882 8899    **Passcode:** 134125

**Dial in via telephone:** 888 788 0099 (Toll Free) – **Meeting ID:** 947 2882 8899 # #

**Address the Legislative Body via Zoom:**

- LOCATE** the meeting agenda and Zoom link on the City's Upcoming Meetings website at <https://meetings.cityofsacramento.org> for the meeting you wish to make public comment.
- LOGIN** to the meeting by either clicking on the Zoom webinar link on the meeting's agenda or dialing the Zoom phone number and entering the webinar ID.
- "RAISE YOUR HAND"** to provide public comment when the presiding officer confirms the public comment speaking period for your desired item.
  - Online:** If you are online, click on "raise hand" on the bottom of your screen.
  - Mobile App:** In the mobile app, you can raise your hand by tapping the "Raise Hand" option in the "More" tab.
  - Telephone:** If you are calling in via telephone, to raise your hand, dial \*9 (star-nine). Then to unmute or mute, dial \*6 (star-six). Speakers will be called on by the last four digits of their phone number.



**Submit Written Comments Electronically:** Written comments received are distributed to members, filed in the record, and will not be read aloud. Members of the public are encouraged to submit public comments electronically via **eComment** through the City's Upcoming Meetings website at <https://meetings.cityofsacramento.org>.

**View Agendas and Staff Reports Online:** The agenda provides a general description and staff recommendation; however, legislative bodies may take action other than what is recommended. Full staff reports are available for public review on the City's Upcoming Meetings website at <https://meetings.cityofsacramento.org> and include all attachments and exhibits. "To Be Delivered" and "Supplemental" reports will be published as they are received.

**Watch the Legislative Body Online:** Live video streams and indexed archives of meetings are available via the City's Upcoming Meetings / Archived Meetings website at <https://meetings.cityofsacramento.org>.

*City Code section 4.04.020(A)* requires the agenda of each regular or adjourned regular meeting of a city legislative body (as defined in *Government Code section 54952*) be posted at least 120 hours prior or 24 hours prior to a special meeting in a location that is freely accessible to members of the public as required by the Ralph M. Brown Act *Government Code 54950 (The Brown Act)* including a brief description of each item to be transacted or discussed.

The City posts meeting agendas on the City website, at City Hall as well as offsite meeting locations. **The order and estimated time for agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body.**

In compliance with the Americans with Disabilities Act, if you need special assistance, a disability-related modification or accommodation, agenda materials in an alternative format, or auxiliary aids to participate in this meeting, please contact the Office of the City Clerk at 916-808-7200 or [clerk@cityofsacramento.org](mailto:clerk@cityofsacramento.org) as soon as possible. Providing at least 72 hours' notice will help ensure that reasonable arrangements can be made.

**Notice to Lobbyists:** When addressing the legislative bodies you must identify yourself as a lobbyist and announce the client/business/organization you are representing (*City Code 2.15.160*).

**Public Comment.** The City provides opportunities for the public to address the legislative body as a whole in order to listen to the public's opinions regarding non-agendized matters within the subject matter jurisdiction of the City during Regular meetings and regarding items on the Agenda at all other meetings.

- Public comments should not be addressed to individual Members nor to City officials, but rather to the legislative body as a whole regarding City business.
- While the public may speak their opinions on City business, personal attacks on Members and City officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the legislative body.
- Consistent with the Brown Act, the public comment periods on the Agenda are not intended to be "Question and Answer" periods or conversations with the Members and City officials. The limited circumstances under which Members may respond to public comments are set out in Rule 8 D 2 of the Council Rules of Procedure.
- Members of the public with questions concerning Consent Calendar items may contact the staff person or the Member whose district is identified on the report prior to the meeting to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.

**Speaker Time Limits.** In the interest of facilitating the legislative body's conduct of the business of the City, members of the public (speakers) who wish to address the legislative body during the meeting will have two/three minutes per speaker for Consent Calendar Items, Public Hearing Items, Discussion Calendar Items, and Matters not on the Agenda for a maximum total of eight/twelve minutes per speaker per meeting. Each speaker shall limit his/her remarks to the specified time allotment.

- The Presiding Officer shall consistently utilize the timing system which provides speakers with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear and flash red at the end of the allotted time.
- In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group but with no increase in time. Speakers shall not concede any part of their allotted time to another speaker.
- The Presiding Officer may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be fairly applied.

# City of Sacramento

## Civil Service Board

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City Hall Complex, 915 I Street, Sacramento, CA 95814

Council Chamber, 1st Floor

**Teleconference Meeting Only**

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### Regular Meeting DRAFT Minutes

Monday, November 21, 2022

1:00 PM

*All items listed are heard and acted upon by the Civil Service Board unless otherwise noted.*

Join this meeting via Zoom:

[https://cityofsacramento-org.zoom.us/j/94728828899?](https://cityofsacramento-org.zoom.us/j/94728828899?pwd=ZjIKMEVUbDNybWZ0Z0tMYUY5S29SZz09)

[pwd=ZjIKMEVUbDNybWZ0Z0tMYUY5S29SZz09](https://cityofsacramento-org.zoom.us/j/94728828899?pwd=ZjIKMEVUbDNybWZ0Z0tMYUY5S29SZz09)

Webinar ID: 947 2882 8899

Passcode: 134125

Dial in via telephone: 888 788 0099 (Toll Free) – Meeting ID: 947 2882 8899 # #

#### **Open Session - 1:00 p.m.**

Regular meeting called to order by Vice Chair Amanfor at 1:00 p.m. on Monday, November 21, 2022.

**Members Present:** Emmanuel Amanfor, Gwynnae Byrd, Shalinee Hunter, Joy Gonzales-Cabatic, and Kathryn Meola.

**Members Absent:** None.

#### **Consent Calendar**

*All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.*

**Action:** Moved/Seconded: Member Amanfor / Member Cabatic

**Yes:** Members Emmanuel Amanfor, Gwynnae Byrd, Joy Gonzales-Cabatic, Shalinee Hunter, and Kathryn Meola.

**Absent:** None.

A motion **passed** to adopt the Consent Calendar in one motion except as indicated at each item.

#### **1. Approval of Civil Service Board Meeting Minutes**

File ID: 2022-01734

**Location:** Citywide

**Action:** Passed a **Motion** approving the Civil Service Board Meeting Minutes of September 19, 2022.

**Contact:** Mindy Cuppy, MMC, City Clerk, (916) 808-5441, [mcuppy@cityofsacramento.org](mailto:mcuppy@cityofsacramento.org), Office of the City Clerk

**2. Revision of the Fire Investigator I and II Specifications**

File ID: 2022-01991

**Location:** Citywide**Action:** Passed a **Motion** approving the revisions to the Fire Investigator I and II Classification Specifications to include an Emergency Medical Technician (EMT) Certification/Paramedic License requirement as outlined in Attachments 2 and 3 pursuant to Civil Service Board Rule 3.1.**Contact:** Jennifer Wilkinson, Senior Personnel Analyst, (916) 808 5295, [jwilkinson@cityofsacramento.org](mailto:jwilkinson@cityofsacramento.org), Human Resources Department**Discussion Calendar***Discussion Calendar items include an oral presentation including those recommending "receive and file".***3. Appeal of the Disqualification of Brian Olesen from the Street Construction Laborer Recruitment**

File ID: 2022-01992

**Action:** Moved/Seconded: Member Meola / Member Hunter**Yes:** Members Emmanuel Amanfor, Gwynnae Byrd, Joy Gonzales-Cabatic, Shalinee Hunter, and Kathryn Meola.**Absent:** None.**Location:** Public Works Department**Action:** Passed a **Motion:** 1) waiving formal rules for conducting the hearing pursuant to Civil Service Board Rule 4.11(c)(7), and 2) affirming the Director's disqualification in the appeal of Brian Olesen for the Street Construction Laborer Recruitment pursuant to Civil Service Board Rule 4.10.**Contact:** Ben Wilson, Personnel Analyst, (916) 808-1971, [bwilson@cityofsacramento.org](mailto:bwilson@cityofsacramento.org), Human Resources Department**4. Appeal of the Disqualification of Brian Olesen from the Utilities Operations and Maintenance Serviceworker (Water Division) Recruitment**

File ID: 2022-02012

**Location:** Utilities**Action:** Moved/Seconded: Member Meola / Member Cabatic**Yes:** Members Emmanuel Amanfor, Gwynnae Byrd, Joy Gonzales-Cabatic, Shalinee Hunter, and Kathryn Meola.**Absent:** None.**Action:** Passed a **Motion:** 1) waiving formal rules for conducting the hearing pursuant to Civil Service Board Rule 4.11(c)(7), and 2) affirming the Director's disqualification in the appeal of Brian Olesen for the Utilities Operations and Maintenance Serviceworker (Water Division) Recruitment pursuant to Civil Service Board Rule 4.10.**Contact:** Charisse Rugamas, Personnel Technician, (916) 808-1908

crugamas@cityofsacramento.org, Human Resources Department

**5. Appeal of the Disqualification of Igor Malygin from the Assistant Architect Recruitment**

File ID: 2022-01993

**Location:** Public Works Department

**Action:** Moved/Seconded: Member Byrd / Member Meola

**Yes:** Members Emmanuel Amanfor, Gwynnae Byrd, Joy Gonzales-Cabatic, Shalinee Hunter, and Kathryn Meola.

**Absent:** None.

**Action:** Passed a **Motion** to continue this item into a future meeting.

**Contact:** Ben Wilson, Personnel Analyst, (916) 808-1971, bwilson@cityofsacramento.org, Human Resources Department

**6. Appeal of the Disqualification of Cameron Vansoest from the Program Coordinator Recruitment**

File ID: 2022-02011

**Location:** Citywide

**Action:** Moved/Seconded: Member Amanfor / Member Hunter

**Yes:** Members Emmanuel Amanfor, Gwynnae Byrd, Joy Gonzales-Cabatic, Shalinee Hunter, and Kathryn Meola.

**Absent:** None.

**Action:** Passed a **Motion:** 1) waiving formal rules for conducting the hearing pursuant to Civil Service Board Rule 4.11(c)(7), and 2) affirming the Director's disqualification in the appeal of Cameron Vansoest for the Program Coordinator Recruitment pursuant to Civil Service Board Rule 4.10.

**Contact:** Sophia Ramirez, Personnel Analyst, (916) 808-5498, sramirez@cityofsacramento.org, Human Resources Department

**Commissioner Comments – Ideas and Questions**

None.

**Public Comments-Matters Not on the Agenda**

None.

**Adjourned** – 1:21 p.m.