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**File ID:** 2024-00146

10/21/2024

**Consent Item 1.**

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

File ID: 2024-00146

**Location:** Citywide

**Recommendation:** Pass a **Motion** approving the Civil Service Board Meeting Minutes of September 16, 2024.

**Contact:** Jacob Bredberg, Administrative Analyst, (916) 808-6846, [jbredberg@cityofsacramento.org](mailto:jbredberg@cityofsacramento.org); Cecelia Ventress, Deputy City Clerk, (916) 808-5928, [cventress@cityofsacramento.org](mailto:cventress@cityofsacramento.org); Office of the City Clerk

**Presenter:** None

### **Attachments:**

1-Description/Analysis

2-September 16, 2024, 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. Section 2.7 of the Civil Service Board Rules also require preparation of minutes after each Civil Service Board 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 or board 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**

**Kathryn Elizabeth Meola, Esq.** (Chair)

**Joy Gonzales-Cabatic** (Vice Chair)

**Emmanuel Amanfor**

**Gwynnae L. Byrd, Esq.**

**Jules Stein**

City of  
**SACRAMENTO**  
**DRAFT Minutes**

**Civil Service Board**

**City Hall Complex**

**915 I Street**

**Sacramento, CA 95814**

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

**BOARD STAFF**

Maila Hansen, Senior Deputy City Attorney

Ebony Heaven, Civil Service Board Secretary

Nancy Nguyen, Administrative Assistant



**Monday, September 16, 2024**

**1:00 PM**

**NOTICE TO THE PUBLIC**

**Where to Find the Agenda and Staff Reports:** 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 at <https://meetings.cityofsacramento.org>.

**Watch the Legislative Body Meeting Online:** Live video streams and archives of past meetings are available at <https://meetings.cityofsacramento.org>.

**Submit Written Comments Online:** 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>.

**Public Comment 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 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 minutes per speaker per meeting. Each speaker shall limit his/her remarks to the specified time allotment.

**Notice to Lobbyists:** When addressing the legislative body, you must identify yourself as a lobbyist and announce the client/business/organization you are representing.

**Assistance:** 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.

**City of Sacramento  
Civil Service Board**

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

**Regular Meeting DRAFT Minutes  
Monday, September 16, 2024  
1:00 PM**

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

**Open Session – 1:00 p.m.**

Regular meeting called to order by Vice Chair Gonzalez-Cabatic at 1:00 p.m. on Monday, September 16, 2024.

**Members Present:** Amanfor, Byrd, Stein, and Vice Chair Gonzales-Cabatic.

**Members Absent:** Chair Meola

**Land Acknowledgement** – Led by Vice Chair Gonzales-Cabatic.

**Pledge of Allegiance** – Led by Vice Chair Gonzales-Cabatic.

## **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 Byrd.

**Yes:** Members Amanfor, Byrd, Stein, and Vice Chair Gonzales-Cabatic.

**Absent:** Chair Meola.

Passed a **Motion** to adopt the Consent Calendar in one motion except as indicated at each item.

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

File ID: 2024-00145

**Location:** Citywide

**Action:** Passed a **Motion** approving the Civil Service Board Meeting Minutes of August 19, 2024.

**Contact:** Jacob Bredberg, Administrative Analyst, (916) 808-6846, jbredberg@cityofsacramento.org

## **Discussion Calendar**

### **2. Appeal of the Disqualification of Arsh Mehta from the Assistant Civil Engineer (Building) Recruitment**

File ID: 2024-01615

**Location:** Citywide

**Action:** Moved/Seconded: Member Amanfor / Member Stein.

**Yes:** Members Amanfor, Byrd, Stein, and Vice Chair Gonzales-Cabatic.

**Absent:** Chair Meola.

Passed a **Motion:** 1) waiving formal rules for conducting the hearing pursuant to Civil Service Board Rule 4.11(c)(7); and 2) adopting the Director's findings, determinations, and decision of disqualification in the appeal of Arsh Mehta from the Assistant Civil Engineer (Building) Recruitment pursuant to Civil Service Board Rule 4.11(c)(6).

**Contact:** Ambrosia Allen, Personnel Analyst, (916) 808-7065, alallen@cityofsacramento.org, Human Resources Department

3. **Appeal of the Disqualification of Alyssa Rontelli from the Animal Care Technician Recruitment**

File ID: 2024-01616

**Location:** Citywide

**Action:** Moved/Seconded: Member Amanfor / Member Byrd.

**Yes:** Members Amanfor, Byrd, Stein, and Vice Chair Gonzales-Cabatic.

**Absent:** Chair Meola.

Passed a **Motion:** 1) waiving formal rules for conducting the hearing pursuant to Civil Service Board Rule 4.11(c)(7); and 2) adopting the Director's findings, determinations, and decision of disqualification in the appeal of Alyssa Rontelli from the Animal Care Technician Recruitment pursuant to Civil Service Board Rule 4.11(c)(6).

**Contact:** Ambrosia Allen, Personnel Analyst, (916) 808-7065, [alallen@cityofsacramento.org](mailto:alallen@cityofsacramento.org), Human Resources Department

**4. Appeal of the Disqualification of Richard Wong from the Integrated Waste Supervisor Recruitment**

File ID: 2024-01617

**Location:** Citywide

**Action:** Moved/Seconded: Member Byrd / Vice Chair Gonzalez-Cabatic.

**Yes:** Member Byrd and Vice Chair Gonzales-Cabatic.

**Abstain:** Members Amanfor and Stein.

**Absent:** Chair Meola.

Passed a **Motion:** 1) waiving formal rules for conducting the hearing pursuant to Civil Service Board Rule 4.11(c)(7); and 2) adopting the Director's findings, determinations, and decision of disqualification in the appeal of Richard Wong from the Integrated Waste Supervisor Recruitment pursuant to Civil Service Board Rule 4.11(c)(6).

**Contact:** Juanita Salazar, Personnel Analyst, (916) 808-5944, jsalazar@cityofsacramento.org, Human Resources Department

**Member Comments – Ideas and Questions**

None.

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

None.

**Adjourned – 1:41 p.m.**