

CIVIL SERVICE BOARD

Lauren Morgan, Chair
Leslie Lopez, Vice-Chair
Brandon Leibrock
Cristiana Rojas-Appleton
Jamey Matalka

BOARD STAFF

Ken Cosgrove, Human Resources Manager
Audreyell Anderson, Attorney
Renita Nelson, Staff

City of
SACRAMENTO

Special Meeting Agenda

Civil Service Board
Historic City Hall, Hearing Room
915 I Street
Published by the
Department of Human Resources
(916) 808-7473

Tuesday, January 12, 2016
1:00 p.m.

NOTICE TO THE PUBLIC

You are welcomed and encouraged to participate in this meeting. Public comment is taken on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

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*).

Speaker slips are available on the City's Website and from staff, and should be completed and submitted to the Board Clerk.

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas 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. The Agenda provides a general description and staff Recommendation; however, the legislative bodies may take action other than what is recommended. Full staff reports are available for public review on the City's website and include all attachments and exhibits. "To Be Delivered" and "Supplemental" reports will be published as they are received. Hard copies are available at the Department of Human Resources and all written material received is available at the meeting for public review.

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Department of Human Resources at (916) 808-7473 at least 48 hours prior to the meeting.

General Conduct for the Public Attending Civil Service Board Meetings

- Members of the public attending Civil Service Board meetings shall observe the same rules and decorum applicable to the Members and staff as noted in Chapters 3 and 4 of Council Rules of Procedure.
- Stamping of feet, whistles, yells or shouting, physically threatening conduct, and/or similar demonstrations are unacceptable public behavior and will be prohibited by the Sergeant-at-Arms.
- Lobbyists must identify themselves and the client(s), business or organization they represent before speaking to the Committee.
- Members of the public wishing to provide documents to the Committee shall comply with Rule 7 D of the Council Rules of Procedure.

Members of the Public Addressing the Civil Service Board

- Purpose of Public Comment. The City provides opportunities for the public to address the Board 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 Civil Service Board 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 Committee.
 - 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 Committee 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 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 Committee's conduct of the business of the City, the following time limits apply to members of the public (speakers) who wish to address the Committee during the meeting.
 - **Matters not on the Agenda.** Two (2) minutes per speaker.
 - **Consent Calendar Items.** The Consent Calendar is considered a single item, and speakers are therefore subject to the two (2) minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a member's request. Such pulled Consent Calendar items will be considered individually and up to two (2) minutes of public comment per speaker on those items will be permitted.
 - **Discussion Calendar Items.** Two (2) minutes per speaker.
- Time Limits per Meeting In addition to the above time limits per item, the total amount of time any one individual may address the Committee at any meeting is eight (8) minutes.
- 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 will 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

AGENDA

Tuesday, January 12, 2016

1:00 p.m.

915 I Street, Historic City Hall, Hearing Room

Open Session - 1:00 p.m.

Roll Call

Public Comments-Matters Not on the Agenda (2 minutes per speaker)

Consent Calendar Estimated Time: 5 minutes

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.

1. Approval of Minutes for December 8, 2015

Location: (Citywide)

Recommendation: Pass a motion approving the CSB Meeting Minutes dated December 8, 2015.

Contact: Ken Cosgrove, Human Resources Manager, (916) 808-8249, Department of Human Resources.

2. Approval of Calendar 2016 Civil Service Board Meeting Schedule

Location: (Citywide)

Recommendation: Pass a motion approving the Civil Service Board calendar year 2016 regular meeting schedule.

Contact: Ken Cosgrove, Human Resources Manager, (916) 808-7473

Discussion Calendar

Discussion Calendar items include an oral presentation including those recommending "receive and file".

3. Selection of Commission Chair and Vice Chair

Estimated Time: 5 minutes

Location: (Citywide)

Recommendation: Pass a motion selecting a committee chair and vice chair for the meeting year 2016.

Contact: Ken Cosgrove, Human Resources Manager, (916) 808-7473

Member Comments-Ideas, Questions and Meeting/Conference Reports

Adjournment