A. The regular business meeting of the Civil Service Commission was called to order by President Mattheus E. Stephens at 12:35 p.m. Also present were Vice-President Maricela Amezola, Commissioner Dr. Don E. Conley, and Commissioner Lori Thacker. Commissioner Jacquelyn R. Atkinson was absent.

B. The staff was represented by Personnel Director Douglas Edwards, Assistant Personnel Director Anne Lamen Aban and Assistant to the Director Saba Berenji. Serving as legal advisor to the Commission was Deputy City Attorney Jennifer Berry.
ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were President Mattheus E. Stephens, Vice-President Maricela Amezola, Commissioner Dr. Don E. Conley, and Commissioner Lori Thacker. Commissioner Jacquelyn R. Atkinson was absent.

NON-AGENDA PUBLIC COMMENT

This portion of the agenda provides an opportunity for members of the public to address the Commission on items of interest within the jurisdiction of the Commission. (Comments relating to items on today's docket are to be taken at the time the item is heard.)

Time allotted to each speaker is determined by the Chair. Comments are limited to no more than five (5) minutes total per subject regardless of the number of those wishing to speak. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Commission on any issue brought forth under “Non-Agenda Public Comment.”
CONSENT AGENDA  (Items 2 through 4 can be approved with one motion.)

2. Approval of the minutes for the regular business meeting of October 4, 2018.  Approved.


LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

5. Monica Ann R. Castro, Administrative Aide II, Police Department, for a one-year special leave without pay ending September 30, 2019, with her job to be saved.  
   Hire Date: August 16, 2004  
   Reason: Outside employment.  
   Department Recommendation: Modification to name on eligible list.  
   Withdrawn.

6. Tamera L. Hildebrand-McDowell, Public Information Clerk, Development Services Department, for a six-month (second extension) special leave without pay ending May 1, 2019, with her name to be placed on the eligible lists for Public Information Clerk, Account Clerk, and Clerical Assistant II.  
   Hire Date: November 5, 2001  
   Reason: Maintain employment eligibility.  
   Department Recommendation: Approval.  
   Approved.  
   Speaking for staff was Eva Sanchez.

7. Eric O. Meekins, Court Support Clerk II, Office of the City Attorney, for a four-month special leave without pay ending February 14, 2019, with his job to be saved.  
   Hire Date: December 18, 2017  
   Reason: Medical.  
   Department Recommendation: Modification to name on eligible list.  
   Continued.  
   Speaking for staff was Eva Sanchez.  
   Speaking was Eric O. Meekins.  
   Speaking for the department was Tanya Tomlinson.
8. Neil J. Torculas, Information Systems Analyst IV, Environmental Services Department, for a one-year (first extension) special leave without pay ending October 15, 2019, with his name to be placed on the eligible lists for Information Systems Analyst IV, Information Systems Analyst III, and Information Systems Analyst II. 
   Hire Date: September 25, 2006 
   Reason: Maintain employment eligibility. 
   Department Recommendation: Approval. 
   Approved. 
   Speaking for staff was Eva Sanchez.

9. Jorge S. Zingaretti, Parking Enforcement Officer I, Police Department, for a one-year special leave without pay ending November 2, 2019, with his job to be saved. 
   Hire Date: April 11, 2007 
   Reason: Family care. 
   Department Recommendation: Modification to name on eligible list. 
   Approved with modification to name on eligible list. 
   Speaking for staff was Eva Sanchez.

POLICY ITEMS – DISCUSSION

10. Approval of Exceptional Merit Increase for Timothy Beasley, Junior Engineering Aide. 

11. Approval of Exceptional Merit Increase for Arielle L. Beaulieu, Biologist II. 

12. Approval of Exceptional Merit Increase for Ian R. Brazill, Associate Management Analyst. 

13. Approval of Exceptional Merit Increase for Breanne A. Busby, Associate Engineer – Civil. 


15. Approval of Exceptional Merit Increase for Arnilda P. Reyes, Associate Management Analyst. 


17. Approval of Exceptional Merit Increase for Sonia Tucci, Associate Management Analyst. 

   Approved Items 10 through 17 with one motion.
UNFINISHED BUSINESS

18. James Roberts Jr., Equipment Operator II, Public Utilities Department, for a one-year special leave without pay ending February 27, 2019, with his job to be saved. Approved with modification to name on eligible list. 
   Hire Date: July 9, 2001 
   Reason: Medical. 
   Department Recommendation: Modification to name on eligible list. 
   Speaking for staff was Darren Keenaghan. 
   Speaking for the department was Maureen Brungardt. 
   Speaking for Local 127 was Rodney Fowler.

LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED

19. Nicholas C. Hodnett, Organization Effectiveness Specialist III, for a leave of absence from the Classified Service effective October 13, 2015, while filling an unclassified position with his name to be placed on the appropriate eligible list.

20. Angela V. Muffley, Safety Officer, Risk Management Department, for a leave of absence from the Classified Service effective September 21, 2018, while temporarily filling an unclassified position with her job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

LEAVES OF ABSENCE WITHOUT PAY - TOTAL

<table>
<thead>
<tr>
<th>Process</th>
<th>Requests</th>
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<tr>
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<tr>
<td>Leave requests with job saved</td>
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<tr>
<td>Leave requests with name on list</td>
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<tr>
<td>Unclassified</td>
<td>02</td>
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<tr>
<td>Family/Childcare/Maternity</td>
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<tr>
<td>Education/Training</td>
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<tr>
<td>Medical</td>
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<td>Relocation</td>
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<tr>
<td>Unclassified</td>
<td>02</td>
</tr>
<tr>
<td>Other</td>
<td>02</td>
</tr>
</tbody>
</table>

CLOSED SESSION

At 11:45 a.m., the Commission met in Closed Session with the following agenda:

I. Deliberation on disciplinary appeal pursuant to Government Code Section 54957:
At 12:35 p.m. the Commission convened into open session. There being no further business, the meeting was adjourned at 1:02 p.m.

Mattheus E. Stephens, President