

**PERSONNEL AND PUBLIC EMPLOYEES COMMITTEE**

Larry Carr, Chair, District 8

Angelique Ashby, District 1

Steve Hansen, Vice Chair, District 4

**COMMITTEE STAFF**

Gary Lindsey, Senior Deputy City Attorney

Wendy Klock-Johnson, Assistant City Clerk



# Agenda

## Personnel and Public Employees Committee

City Hall-Council Chamber  
915 I Street, 1<sup>st</sup> Floor

*Published by the Office of the City Clerk  
(916) 808-5163*

## SUPPLEMENTAL MATERIAL

**For the Meeting of:** May 14, 2019

**Item Number:** Discussion Item 3, Interviews for the Civil Service Board

**Description of Change:** Attached is an updated Civil Service Board Roster correctly reflecting two vacancies and below is an updated Summary of New Applicants to include two additional candidates scheduled to be interviewed – Eileen Gallagher and Terrance McKinney – and removing a candidate who withdrew her application – Joy Cabatic. The applications for the two new candidates are also attached.

**3. Interviews for the Civil Service Board**

File ID: 2019-00441

**Location:** Citywide

**Recommendation:** 1) Conduct interviews of applicants to the Civil Service Board for **Seats A and D:** A member who is a citizen of the City and has no connection with city government; and 2) continue the item to the next meeting for discussion and nomination.

**Contact:** Wendy Klock-Johnson, MMC, Assistant City Clerk, (916) 808-7509, Office of the City Clerk; Luby Mitrovich, Administrative Assistant, (916) 808-1738, Department of Human Resources

SUMMARY OF NEW APPLICANTS

| Applicant Name    | Eligible Seat(s) | District | Interview Status         |
|-------------------|------------------|----------|--------------------------|
| Eileen Gallagher  | A, B, D          | 7        | Attendance confirmed.    |
| Gwynnae Byrd      | A, B, D          | 5        | Attendance confirmed.    |
| Jamey Matalka     | A, B, D          | 5        | Attendance confirmed.    |
| Nicholas Reitor   | A, B, D          | 5        | Attendance confirmed.    |
| Terrance McKinney | A, B, D          | 5        | Attendance not confirmed |



## BOARD ROSTER



**CRISTIANA ROJAS-APPLETON**

**1st Term** May 27, 2014 - Dec 31, 2018

**Appointing Authority** Nominated by P&PE/Appointed by the Mayor

**Seat** Seat A - Application Period Open Until Filled

**SEI Form 700 On file** Current

**Ethics Training** Next Due 06/30/2020

**Position** Member who is a citizen of the City and has no connection with city government



**BRANDON LEIBROCK**

**1st Term** Apr 07, 2015 - Dec 31, 2019

**Appointing Authority** Nomination: P&PE Committee / Appointment: Mayor

**Seat** Seat C

**SEI Form 700 On file** Current

**Ethics Training** Next Due 06/11/2019

**Position** Member who is a citizen of the City and has no connection with city government



**EDWIN PEREZ**

**1st Term** Jan 01, 2018 - Dec 31, 2022

**Appointing Authority** Nominated by P&PE/Appointed by the Mayor

**Seat** Seat E

**SEI Form 700 On file** Current

**Ethics Training** Next Due 11/28/2020

**Position** Member who is a citizen of the City and has no connection with city government



**VACANCY**

**Appointing Authority** Nominated by P&PE/Appointed by the Mayor

**Seat** Seat D - Application Period Open Until Filled

**SEI Form 700 On file** Current

**Position** Member who is a citizen of the City and has no connection with city government



**VACANCY**

**Appointing Authority** Nominated by P&PE/Appointed by the Mayor

**Seat** Seat B-Application Period Open Until Filled

**SEI Form 700 On file** Current

**Position** Member who is a citizen of the City and has no connection with city government

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## Profile

Eileen

First Name

Gallagher

Last Name

Indicate which council district you live or work in. \*

Council District 7

Email Address

Primary Phone

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## City Advisory Body Information

Which Boards would you like to apply for?

Civil Service Board: Eligible

Question applies to Civil Service Board

Please check EACH seat for which you eligible to serve (pull down menu) \*

Seat A - Member who is a citizen of the City and no connection with city government.

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## Applicant Interest Statement

**Please state the reason(s) you would like to be a member of this board or commission and share any additional experience, community activities, or other qualifications that would be helpful in evaluating your application.**

I moved to Sacramento from Southern California in 2015 and love the city. I am looking for an opportunity to be a more valuable member of the community. I am currently the Deputy Chief Administrative Officer for the State Compensation Insurance Fund. In this role I have responsibility for the Human Resources function as well as a number of other departments. I am very familiar with civil service rules and practices as well as general Human Resources principles and current practices. I have worked at State Fund for 28 years and through that experience I know that people who choose to work in a civil service environment do so for a variety of reasons. Some choose civil service for job stability, some for the promise of good benefits and a pension and many choose civil service out of a desire to serve their community or state. Those employees deserve a workplace where everybody is doing their best work. Sometimes an employee does not contribute to that environment. When a disciplinary action has to be taken, the employees deserve a fair process. I would like to contribute to this process.

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### **Qualification Confirmation**

**List all experience specific to the board or commission seat you are applying for.**

Senior Vice President and Deputy Chief Administrative Officer, State Compensation Insurance Fund. I have served in this specific role from 2012 to present. Organizational Development Manager, State Fund 2007-2011

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### **Prior Service**

**List any current or prior service on a City of Sacramento Board or Commission**

None

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### **Education**

California State University, Long Beach

Institution Name:

Bachelor of Arts, English Literature

Degree Earned & Area of Study:

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### **Employment**

07/90 - Current

From (mm/yy) - To (mm/yy):

Fund 2275 Gateway Oaks,  
Sacramento, CA

Employer Name & Address:

## Job Duties

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Senior Vice President and Deputy Chief Administrative Officer Oversight of Human Resources, Learning and Organizational Development, Enterprise Procurement, Business Services and Information Governance I ensure the departments listed above provide quality customer service to State Fund's employees and leadership. Of particular note for this board, my responsibilities include Human Resources units that conduct our internal investigations and work with line managers to write and defend disciplinary actions. In addition, our Equal Employment Opportunity officer, while reporting directly to our CEO, reports to me in a dotted-line reporting relationship.

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## Business Ownership

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## Acknowledgments

### Application Information Acknowledgment

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You agree that all of the information you have provided on this application is true and correct.

I Agree

### Commissioner Training

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You agree that if appointed a board or commission of the City of Sacramento you will complete all training required of commissioners.

I Agree

Question applies to multiple boards

### Statement of Economic Interest Filing

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You agree that you will complete the initial Statement of Economic Interest Form 700 within 30 days of reappointment and annually thereafter. You understand that failure to complete this filing is cause for removal.

I Agree

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## Referral

How did you hear about the opening? \*

City of Sacramento Website

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## Accommodation Information

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## Demographics

Ethnicity \*

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[Redacted]

Gender \*

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[Redacted]

Sexual Orientation \*

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[Redacted]

[Redacted]

Date of Birth

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**Profile**

Terrance

First Name

Mckinney

Last Name

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**Indicate which council district you live or work in. \*** Council District 5

Email Address

Primary Phone

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**City Advisory Body Information****Which Boards would you like to apply for?**

Civil Service Board: Eligible

Question applies to Civil Service Board

**Please check EACH seat for which you eligible to serve (pull down menu) \*** Seat A - Member who is a citizen of the City and no connection with city government.

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**Applicant Interest Statement**

**Please state the reason(s) you would like to be a member of this board or commission and share any additional experience, community activities, or other qualifications that would be helpful in evaluating your application.**

I would like to serve as a member of the Civil Service Board because of my countless years of government service. As a former State employee, I served 5 years with the Jefferson Parish Sheriffs Office and 15 years within the Sacramento Superior Courthouse as a Court Attendant. In this position, I protected judicial staff Judges, Commissioners, and Pro Tems of the courthouse. I always appreciated the transparency of state government. I, at this point in my career, am extremely passionate about the transparency of local government.

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**Qualification Confirmation**



**List all experience specific to the board or commission seat you are applying for.**

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I am currently a small business owner in Sacramento and still believe that employment rights are a high priority. As a business owner, I do everything in my power to ensure my employees are protected within the full rights of the law. I am extremely interested in hearing appeals from employees in classified positions and provide rules of interpretation and administration of ordinances affecting personnel. I believe that my prior state service and current position as a small business owner offer a different perspective than most applicants.

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**Prior Service**

**List any current or prior service on a City of Sacramento Board or Commission**

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N/A

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**Education**

08/96 05/98

Attended (mm/yy - mm/yy):

West Jefferson High School

Institution Name:

High School Diploma

Degree Earned & Area of Study:

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**Employment**

01/00 04/2004

From (mm/yy) - To (mm/yy):

Jefferson Parish Sheriff Office

Employer Name & Address:

## Job Duties

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The JPSO has the responsibility of enforcing state and local laws and ordinances within the territorial boundaries of the parish (i.e., general law enforcement). The JPSO provides protection to its citizens through on-site patrols, criminal investigations, community policing, etc. While we have jurisdiction throughout the parish, our efforts are focused primarily on the unincorporated areas of the parish. Each of the 6 municipalities in the parish maintains their own police force to cover their cities or towns. The JPSO also administers the Jefferson Parish Correctional Center (i.e., the parish jail). This is a 1,200 bed facility located in Gretna on the Westbank of the parish. The facility is owned and maintained by the parish; however, the JPSO provides the manpower to run the facility. The JPSO exercises civil process duties required by the various parish courts, such as providing bailiffs to the court system, executing orders of the courts, serving subpoenas, seizing property, administering garnishments in the parish, etc. The Sheriff of Jefferson Parish also serves as the "Ex-Officio" tax collector of the parish. As such, the Sheriff is responsible for the collection and distribution of ad valorem (property) taxes, sales and use taxes, parish occupational licenses, state revenue sharing funds, fines and forfeitures, costs and bond forfeitures imposed by the courts, etc.

04/05 06/18

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From (mm/yy) - To (mm/yy):

Sacramento Superior Court

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Employer Name & Address:

## Job Duties:

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Prepare courtroom and conduct search of courtroom and surrounding areas prior to court sessions including placement of necessary equipment; ensure and maintain inventory of courtroom equipment and supplies. Open court sessions; serve as liaison between attorneys, jurors, witnesses, parties to cases and the judicial officers and other courtroom staff. Observe people and activities during court sessions and report disruptions, security violations or suspicious items to Sheriff's or other appropriate personnel; use alarm systems and contact appropriate resource in the event of emergency situations; comply with evacuation plan and report actions as necessary. Direct members of the media and the public to appropriate area or personnel and respond to questions in a courteous and service-oriented manner. Instruct jurors and the public on appropriate courtroom protocol and monitor conformance, including procedures in the event of an emergency or juror's absence from the courtroom; prevent conversations between jurors, parties to the case, and witnesses during trial. Assist courtroom clerks during jury selection process; take custody and escort jurors during deliberations and jury trials; provide jurors with exhibits, verdict forms, jury question forms and jury instructions as appropriate; act as liaison between jurors and the judicial officer; ensure integrity of the jury by maintaining order and isolation from the public and compromising situations. Advise the judicial officer when jury reaches verdict; assist the courtroom clerks in assembling parties and calling the court back to order. Assemble parties prior to calling court to order; assist courtroom clerks by taking appearances of counsel at calendar calls, accounting for exhibit materials during and at the end of trials, and coordinating the use of court evidence presentation systems when necessary. Review documents for completeness, accuracy, and conformance to rules, codes, policies, and protocols; receive, process, and assign court proceedings based on pleadings, continuances, and other pertinent information; verify documents set for hearing are properly marked; prepare motion calendar files for court research attorney review. Prepare court calendars and documents for the hearing. Perform related duties as assigned.

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## Business Ownership

07/16 - Present

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From (mm/yy) - To (mm/yy):

ADESINO PRODUCTS 2251 Suite  
111 Florin Rd. Sac. Ca. 95820

Business Name & Address:

**Type of Business or Service Rendered:**

Artesinal Soap, Incense, Body and Essential Oils, Incense Burners, Books, Body Wash, etc.

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**Acknowledgments**

**Application Information Acknowledgment**

You agree that all of the information you have provided on this application is true and correct.

I Agree

**Commissioner Training**

You agree that if appointed a board or commission of the City of Sacramento you will complete all training required of commissioners.

I Agree

Question applies to multiple boards

**Statement of Economic Interest Filing**

You agree that you will complete the initial Statement of Economic Interest Form 700 within 30 days of reappointment and annually thereafter. You understand that failure to complete this filing is cause for removal.

I Agree

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**Referral**

How did you hear about the opening? \*

Other

A Friend

If Other, please describe.

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**Accommodation Information**

Please identify any special accommodations (if any) needed for equal participation

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**Demographics**

**Ethnicity \***

[Redacted]

**Gender \***

[Redacted]

**Sexual Orientation \***

[Redacted]

[Redacted]

Date of Birth