



Minutes
City of Sacramento
Civil Service Board

BOARD MEMBERS:

Robert Thompson
Elise Manders

Leslie Lopez

Everest Robillard
Errol Chisom

CITY STAFF:

*Francene Belli, Administrative Assistant
Tosha Cherry, Support Services Manager*

*Historic City Hall
915 I Street, 2nd Floor – Hearing Room*

October 21, 2008 @ 1:30 P.M.

The Civil Service Board is a board of the City Council with review and approval authority. Its purpose is to provide for classification of city employees, recruitment, examination and appointments; formulate rules and regulations pertaining to examination of applicants and promotion of employees; hear appeals and provide interpretation and administration of ordinances affecting personnel.

NOTICE TO THE PUBLIC

You are welcomed and encouraged to participate in this meeting. Public comment is taken (3 minutes maximum) on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard at the end of the meeting 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 Board you must identify yourself as a lobbyist and announce the client/business/organization you are representing (City Code 2.15.160).

Speaker slips are located in the lobby of the hearing room 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.

The order of agenda items are listed for reference and may be taken in any order deemed appropriate by the Board. The Agenda provides a general description and staff recommendations; however, the Board may take action other than what is recommended. The Agenda is available for public review three (3) days prior to the meeting. Hard copies are available from the Human Resources Department, Administration. (25 cents per page)

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Human Resources Department at (916) 808-7356 at least 48 hours prior to the meeting.

MINUTES

October 21, 2008

*Historic City Hall
915 I Street, 2nd Floor – Hearing Room*

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

Call to Order – 1:30 p.m.

Roll Call - Present: Robillard, Lopez, Chisom, Manders and Thompson

Absent: None

Consent Calendar

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

1. **Approval of Minutes for September 2, 2008**

Location: (Citywide)

Recommendation: Approve minutes.

Contact: Francene Belli, Administrative Assistant, (916) 808-7356, Human Resources Dept.

Action: Moved by Mr. Chisom, Seconded by Ms. Lopez to approve the Sept. 2, 2008 minutes. Motion carried with a vote of 4-0 (1 abstention).

Discussion /Action Reports

2. **Administrative Protocols for Board Member Information**

Mr. Thompson requested to know what public servant information is released, and if inadvertently released, how can the protocol be remedied.

Assistant City Clerk, Stephanie Mizuno reported on current protocol practices of the Public Records Act regarding 700 Form. A board member does not have to include residential information on the form unless working from that address. If a member has real property disclosures, one may use the parcel number. Reading the instruction “requirements and items not required to report” carefully would eliminate the need to submit residential information.

Mr. Thompson inquired if there is a way to modify the 700 Form.

Ms. Mizuno reported that 700 Forms may not be revised, and are retained by the City Clerk’s office seven years after board members leave office.

Public Comments - Matters Not on the Agenda

4. None

Board Ideas, Questions and Announcements

5. None

Closed Session

5. None

Adjournment

There being no further business, the meeting was adjourned at 1:37 p.m. to meet again at the call of the Chair.