



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, November 8 , 2022
11:00AM

MINUTES

CALL TO ORDER

Chair Dan Archibeque called the Civil Service Commission Meeting to order at 11:01 AM.

ROLL CALL

Commission Members Present: Dan Archibeque, Sharon Bonner, Erick Javaneau
Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Marisa Pacheco, Human Resource Director; and Manuel Alcala, Civil Service Administrator.

AMENDMENTS TO THE AGENDA: NO

READING AND APPROVAL OF MINUTES

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to dispense with the reading and approve the minutes for the October 26, 2022 regular meetings as distributed.

Roll Call: Ayes: Archibeque, Bonner, Javaneau. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Commission Action: Mr. Archibeque seconded by Mr. Javaneau, moved to approve all items set forth in the consent agenda.

Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.

REGULAR AGENDA

1. Review the appeal submitted by Damien Carlson, relating to the removal of their name from the Police Patrol Officer eligible list.

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, as set forth in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.

Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.

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REGULAR AGENDA (CONTINUED)

2. Review the proposal to use the CivicClerk software to manage agendas and meetings. Alcala proposed the use of a new software (CivicClerk) to manage meeting agendas and minutes. He explained the need for the Commission to always be informed and have as much information as possible when needed. He explained the current practice and limitations in information-sharing. He stated that using CivicClerk would address the stated concerns because the system would allow the office to provide more information to the Commission, at their fingertips when needed. Alcala described the components of the software and said the agenda would be through an online portal with personalized access via login credentials. He stated that, to his knowledge there would be no issues with the Commission logging into the portal from their cell phones. He also indicated that he spoke with the Chief of Staff and there could be an option for the Commission to get either a laptop or tablet assigned to them for this purpose. Archibeque said he felt the communication between the Commission and the office is good, and the current system is easy and quick. He voiced concerns related to having a separate login and the readability of documents through the small screen of a cell phone. Archibeque stated that he personally likes the way we currently do business. Commissioners Javaneau and Bonner agreed with Archibeque in relation to the extra step that may be involved in logging into the portal to view the agenda. Alcala then asked the Commission for their approval to start using the new software for the agenda piece. Jagger suggested that the office do a test run so the Commissioners could get a feel for the process before approving the change. Alcala then asked if the Commission would be open to using this system on a trial basis. Archibeque said he would support that idea. All Commissioners agreed to allow the office to start using the Agenda maker on a trial basis.

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve the use of the CivicClerk for the Commission staff on a trial basis.

Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for Tuesday November 22, 2022, at 11:00 AM. The meeting will be held in City Council Chambers, 1 City Hall Place (3rd floor).

ADJOURNED - 11:36 AM



Commission Chair