



City of Fresno
Meeting Minutes
Civil Service Board

City Hall
2600 Fresno Street
Fresno, CA 93721
559-621-6950

Chairperson Michael McDonald
Vice Chair Jack Tracy
Board Member Maryann Rogozinski
Board Member Lynda Snauffer

Tuesday, September 1, 2015

1:00 PM

City Hall, Second Floor
Meeting Room A (2165N)

The meeting was called to order by Vice Chair McDonald at 1:00pm in Meeting Room A (2165N), Fresno City Hall

1. Roll Call

Present 4 - Chairperson Michael McDonald, Vice Chair Jack Tracy, Board Member Maryann Rogozinski, and Board Member Lynda Snauffer

2. Approval of Minutes

A. July 13, 2015

On motion of Board Member Rogozinski, seconded by Vice Chair Tracy, that the above Action Item be approved. The motion carried by the following vote:

Aye: 4 - Chairperson McDonald, Vice Chair Tracy, Board Member Rogozinski and Board Member Snauffer

B. July 23, 2015

On motion of Board Member Rogozinski, seconded by Vice Chair Tracy, that the above Action Item be approved. The motion carried by the following vote:

Aye: 4 - Chairperson McDonald, Vice Chair Tracy, Board Member Rogozinski and Board Member Snauffer

3. New Business

A. Closed Session - Public Employee Discipline/Dismissal/Release
[Pursuant to Government Code Section 54954]

A motion was made by Vice Chair Tracy and seconded by Member Snauffer to direct the Chair to sign the Findings with one correction on page nine and one correction on page 15, as noted by Ms. Espinosa.

Aye: 4 - Chairperson McDonald, Vice Chair Tracy, Board Member Rogozinski and Board Member Snauffer

4. Administrative Meeting

- C.** Review of Ordinance regarding the publication of legal notices and the application of the Brown Act to City Boards and Commissions. Fresno Municipal Code Sections 2-603 and 2-803.

Yvonne Spence, City Clerk, was present to address the Board. She said a new Municipal Code Section was adopted that will affect the Civil Service Board. It requires that agendas be posted in two locations and be secured and accessible to the disabled. Annual training will also be required prior to February 28 of each year for all public boards and commissions that are subject to the Brown Act. Ms. Spence and the Attorney's Office will provide training to the Board at a future meeting.

- A.** Update on specific requirements in job announcements and notices to applicants regarding waiver of interview.

TJ Miller, Assistant Director of Personnel Services, said that notices with the final exam ranking have been revised to add language regarding the interview process when names are certified. Departments are also informing employees of the process after their interview. Chair McDonald thought it might be a good idea if departments could also give the candidates a written notice with that information at the end of the interview.

- B.** Update on the time associated with processing disciplinary actions.

Tina Griffin, Supervising Deputy City Attorney, said the process takes longer if a discipline is changed. The City Manager's Office doesn't see a discipline until the final Order is ready to be signed, so if a change is made to the discipline, the process starts over as employees are entitled to due process. Ms. Miller added that the process can also be delayed when facts are missing. Skelly meetings can also delay the process. Chair McDonald said the Board understands the disciplinary process can take time but we want to make sure disciplines are being processed in a timely manner. Ms. Miller said Personnel and the Attorney's Office meet every week with departments

to discuss potential discipline and we are following up on them. Member Snauffer asked if employees who are doing investigations have been trained and added it would be helpful if there was more information on completed investigations in the Orders. Ms. Miller said discipline and investigations are discussed in the supervisor academy and there is training provided by an outside agency. Supervisors are being held accountable.

- D.** Discussion regarding occurrence reports for FAX when Control 12 is called to report incidents.

Brian Marshall, Director of Transportation, and Elizabeth Watlington, Transit Operations Manager, were present for the discussion. Chair McDonald asked who monitors Control 12, if incidents are tracked, and at what point does the department act to resolve issues with problem passengers. Mr. Marshall responded that light duty employees have been used for Control 12 under the supervision of a supervisor, and we're working on changing procedures. We want more supervisors out in the field, at least one for each zone. Vice Chair Tracy asked at what point a driver should call Control 12 and Mr. Marshall responded that drivers are encouraged to call whenever something happens that is out of the norm. All calls are recorded and reports are generated so we can follow up on reports from the drivers. There is also a panic button on the bus which opens up a microphone. Chair McDonald asked why the department doesn't respond immediately to an incident and Mr. Marshall responded that an immediate response could put people in danger. We listen and then deploy. The new structure will help and we will have FAX police at the Manchester Transit Center. They will also conduct bus checks to heighten police presence. We have supervisor positions budgeted and we are working on new policies and procedures. Drivers will also be trained on the new process and we will engage the union in discussions. We hope to have the new system in place by January, 2016.

5. Unscheduled Public Communications

Jeff Cardell, Director of Personnel Services, reported that the City will have training for employees in safety sensitive positions and give them resources should they have issues. The training will be on a regular basis and will be separate from VTT training.

Chair McDonald asked the status of vacant Board member as there could be a tie vote with only four members. Mr. Cardell replied that he had no information at this time on filling the vacancy.

Chair McDonald thanked the City for Shari Boggess' Council presentation

for her years of service to the City.

6. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 2:31pm.