

**MINUTES  
SPECIAL MEETING OF THE  
SANTA MONICA PERSONNEL BOARD  
THURSDAY, JANUARY 26, 2017 AT 4:30 P.M.  
PUBLIC SAFETY FACILITY  
333 OLYMPIC DRIVE  
CONFERENCE ROOM #5, 1<sup>st</sup> FLOOR  
SANTA MONICA, CALIFORNIA 90401**

**A. Call to Order**

Chairperson Bud Pell called the Special Meeting of the Santa Monica Personnel Board to order at 4:33pm.

**B. Roll Call**

Present: Bud Pell, Chairperson  
Joy Abbott, Board Member  
Marcia Zimmer, Board Member  
Elliot Gordon, Board Member  
Eve Brosnahan, Board Member  
Michael Cobden, Deputy City Attorney

Also Present: Donna Peter, Director of Human Resources  
Human Resources (HR) Department and other City Staff

**C. Approval of Minutes**

Motion by Board Member Zimmer and seconded by Board Member Gordon to approve the minutes from the December 8, 2016 Special Personnel Board Meeting.

The motion was unanimously approved by voice vote.

**D. Classification Specifications – Request for Approval**

(All items will be considered and approved in one motion unless removed by a Personnel Board member for discussion.)

Motion by Board Member Gordon and seconded by Board Member Zimmer to approve items D1 to D10.

**Big Blue Bus**

1. Transit Training Coordinator – Transit Safety and Training Division (Revised)

**City Manager's Office**

2. Production Supervisor – Office of Communications Division (New)
3. Production Coordinator – Office of Communications Division (Revised)
4. Production Specialist – Office of Communications Division (Revised)
5. Production Assistant (As-Needed) – Office of Communications Division (New)

6. Production Intern (As-Needed) – Office of Communications Division (Revised)

**Human Resources**

7. Human Resources Manager – Employee Relations and Benefits Division (Revised)

**Public Works**

- 8. Street Services Worker II – Street and Fleet Division (Revised)
- 9. Electrical Crew Leader – Facilities Maintenance Division (Revised)
- 10. Electrician II – Facilities Maintenance Division (Revised)

**E. Informational Item**

- 1. Driver's License Requirements

Human Resources revised the review process for new and revised job specifications to assess the need for a driver's license requirement.

**F. Outside Activity – Request for Approval**

Items F2 and F4 were pulled from the agenda pending clarification from employees.

Motion by Board Member Abbott and seconded by Board Member Zimmer to approve item F1.

- 1. John Greywitt – Water Production/Treatment Operation, Public Works
- 2. Jeff Kaplan – Librarian I, Library

Motion by Board Member Abbott and seconded by Board Member Zimmer to approve item F3.

- 3. Roberto Lucio – Police Sergeant, Police
- 4. Kane Tsay – Librarian I, Library

**G. Public Comment**

*Public comment is permitted on items on the Agenda only.  
No other business will be considered. No Board action will be taken.  
Comments limited to three (3) minutes.*

**H. Request for Closed Session – Personnel Exception  
(Pursuant to Government Code Section 54957)**

- 1. Rescheduling of the continuation of one (1) Personnel Board hearing in the matter of one (1) demotion of a public employee – Fleet Mechanic II for February 9, 2017 at 5:30pm

2. Scheduling of one (1) Personnel Board Hearing in the matter of one (1) suspension of a public employee – Motor Coach Operator for June 22, 2017 at 5:00pm
3. Scheduling of one (1) Personnel Board Hearing in the matter of one (1) suspension of a public employee – Motor Coach Operator to be referred to an Outside Administrative Hearing Officer
4. Rescheduling of the continuation of one (1) Personnel Board Hearing in the matter of one (1) termination of a public employee – Motor Coach Operator for February 23, 2017 at 8:00pm per the employee's request due to a change in counsel and their need for time to prepare

I. Adjournment

Motion by Board Member Abbott and seconded by Board Member Brosnahan to adjourn the meeting approximately at 5:25pm.

The motion was unanimously approved by voice vote.

APPROVED:



Bud Pell, Chairperson  
Santa Monica Personnel Board

ATTEST:



Donna C. Peter, Secretary to the  
Santa Monica Personnel Board