



JULY CIVIL SERVICE BOARD MEETING AGENDA MINUTES

Date: July 18, 2024

OPEN SESSION 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

BOARD MEMBERS: Chairperson, Yvonne Hudson- Harmon; Vice Chair, Lauren Baranco; Michael Brown; Beverly A. Williams

STAFF TO THE BOARD:
Mary Hao, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Amber Lytle, Human Resources Manager/Staff to the Board
Ayana Smith, Administrative Assistant II/Staff to the Board
Meeti Sudame, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84770081425?pwd=N0V1VTExeTZnRjdvUDBhQ09oaUZWQT09>

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+16694449171,,84770081425#,,,,*7708206# US

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OPEN SESSION AGENDA

ROLL CALL

The roll call was conducted, and it was noted that all Board members were present:

- **Present: Chairperson Hudson-Harmon**

Vice Chair Baranco

Member Brown

Member Williams

There were no absences or abstentions, indicating full attendance of the Board members.

1) PUBLIC COMMENT:

One (1) Public Comment was taken during the Public Comment portion of the agenda.

2) APPROVAL OF THE JULY 18, 2024, CIVIL SERVICE BOARD MEETING AGENDA

ACTION

45261 A motion was made by Member Brown and seconded by Member Williams to approve the agenda for the July 2024 Regular Civil Service Board meeting

Votes:

Board Member Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams

Noes: None

Abstentions: None

3) ELECTION OF BOARD MEMBERS AS CHAIR AND VICE CHAIR

ACTION

45262 A nomination was made by Member Williams, accepted by Chairperson Yvonne Hudson Harmon, and seconded by Vice Chair Baranco, to nominate Yvonne Hudson Harmon as Chairperson of the Civil Service Board.

Votes:

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**

- **Abstentions: None**

45263 A nomination was made by Member Williams, accepted by Vice Chair Baranco, and seconded by Chairperson Hudson-Harmon, to nominate Lauren Baranco for the position of Vice Chairperson of the Civil Service Board.

Votes:

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**
- **Abstentions: None**

It is noted for the record that all Board members voted to approve the appointments.

4) UPDATES, SECRETARY TO THE BOARD

INFORMATION

5) CONSENT CALENDAR:

ACTION

a) Approval of Provisional Appointment (0)

- There are no Provisional Appointment requests at this time.

b) Approval of Employee Requests for Leave of Absence (1)

- Oakland Police Department (1)

c) Approval of Revised Classification Specifications (1)

- Special Activity Permits Coordinator

45264 A motion was made by Member Brown and seconded by Member Williams, to approve the Consent Calendar for the July 2024 Regular Civil Service Board meeting

Votes:

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**
- **Abstentions: None**

6) OLD BUSINESS:

- a) Approval of the June 20, 2024, Civil Service Board Meeting Minutes ACTION

45265 A motion was made by Member Brown and seconded by Member Williams, to approve the June 2024 Regular Civil Service Board meeting minutes.

Votes:

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**
- **Abstentions: None**

- b) Determination of Schedule of Outstanding Board Items INFORMATION

- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

7) NEW BUSINESS:

INFORMATION

- a) Quarterly Update Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of all Classification Studies Currently Under Review

CLOSED SESSION AGENDA

ROLL CALL

The Civil Service Board will Convene in Closed Session pursuant to California Government Code Section 54957 and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.1:

1) Personnel Matter for Public Employee: 6.05 – Removal or Demotion of Employee During The Probationary Period CPRA-2024-AP01

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release An appellant must notify the Civil Service Board in writing if they wish to have a personnel matter heard in open session.

In response to the appellant's request, Chairperson Hudson-Harmon elected to reopen the Closed Session to public viewing. The decision was supported by the members present.

OPEN SESSION AGENDA

8) Personnel Matter for Public Employee: 6.05 – Removal or Demotion of Employee During The Probationary Period CPRA-2024-AP01

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release An appellant must notify the Civil Service Board in writing if they wish to have a personnel matter heard in open session.

The matter was heard in Open Session pursuant to the Appellant's request.

The Civil Service Board considered arguments from both the Appellant and the Responding City of Oakland Department.

THE SESSION RECONVENED IN CLOSED SESSION FOR DELIBERATIONS.

9) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

- The matter was addressed in Open Session in accordance with the Appellant's request.
- The Appeal was denied.
- The Civil Service Board will issue written Findings of Fact and Conclusions to both parties within 30 days.

10) OPEN FORUM

No comment were made during the Open Forum.

11) ADJOURNMENT

45266 Member Williams motioned to adjourn the meeting, seconded by Vice Chair Baranco.

Votes:

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**
- **Abstentions: None**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 15, 2024. All materials related to agenda items must be submitted the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico civilservice@oaklandca.gov o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

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