

**CIVIL SERVICE COMMISSION**  
**Regular Meeting Minutes**  
**February 2, 2023**

**\* COVID-19 NOTICE\***

*Consistent with AB 361 and City of San Jose Resolution Nos. 80628, 80659, 80685, 80724, 80758, 80809, and 80853, the Civil Service Commission meeting was not physically open to the public and the Civil Service Commissioners teleconferenced from remote locations.*

**CALL TO ORDER: 4:00 p.m.**

**PRESENT:** Chair Sharon Hightower, Vice Chair Joan Smith, Commissioner Sam Swift, and Commissioner Tom Cochran.

**ABSENT:** None.

**VACANCY:** One Vacancy.

**STAFF:** Senior Deputy City Attorney, Colleen Winchester; Deputy City Clerk, Ruth Krantz; Deputy City Clerk, Megan Roche; and Deputy City Clerk, Yasmin Johnson.

Upon motion by Commissioner Smith, seconded by Commissioner Cochran and carried unanimously, the Nomination and Election of Commission Officer Sharon Hightower as Chair was approved unanimously. (4-0.)

Upon motion by Commissioner Hightower, seconded by Commissioner Swift and carried unanimously, the Nomination and Election of Commission Officer Joan Smith as Vice Chair was approved unanimously. (4-0.)

**ORDERS OF THE DAY**

Upon motion by Commissioner Smith, seconded by Commissioner Swift and carried unanimously, the Orders of the Day were approved. (4-0.)

**PUBLIC COMMENTS**

None.

**CONSENT CALENDAR**

Upon motion by Commissioner Smith, seconded by Commissioner Swift and carried unanimously, the Consent Calendar was approved. (4-0.)

## **END OF CONSENT CALENDAR**

### **CITY ATTORNEY/CLERK'S OFFICE**

- A. Senior Deputy City Attorney, Colleen Winchester provided a presentation regarding the discontinuation of remote meetings.
- B. Deputy City Clerk, Ruth Krantz provided a status update of the CSC Employee-Elected Vacancy.

### **HEARINGS SCHEDULED (OPEN SESSION)**

- Union Representative, Mary Tomlinson on the behalf of both appellants for Keys (Case No. 22-70) and Albin (Case No. 22-71) and Deputy City Attorney, Julia Van Roo agreed to a hearing date set for June 1, 2023 at 5:30 p.m. re (Consolidated): Suspension of Joanna Keys, Public Safety Radio Dispatcher, SJPd, Case No. 22-70 and Suspension of Julie Albin, Senior Public Safety Radio Dispatcher, SJPd, Case No. 22-71. Waivers Filed (Van Roo/Tomlinson Business Agent)
- Applicant Michael Chiang and Deputy City Attorney, Julia Van Roo both agreed to re-schedule the matter on March 2, 2023 at 4:00 p.m.; the applicant was permitted to not appear in person for the re-scheduling of the matter and is to be represented for re-scheduling purposes only by Deputy City Attorney, Julia Van Roo; re: Police Officer Applicant, Case No. 23-01A, Gov. Code §54957; SJMC §3.04.750. (Van Roo/Applicant) (Open Session requested by Applicant)

### **HEARINGS SCHEDULED (CLOSED SESSION)**

No reportable actions taken in closed session.

### **FUTURE AGENDA ITEMS**

None.

### **ADJOURNMENT**

Chair Hightower adjourned the Civil Service Commission meeting of the City of San José at 4:26 p.m.

Approved on: 3/2/23

ATTEST:

CIVIL SERVICE COMMISSION

CITY CLERK, TONI J. TABER, CMC, SECRETARY

*Yasmin Johnson*

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Yasmin Johnson, Deputy Secretary