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**CIVIL SERVICE COMMISSION**  
**Special Meeting Minutes**  
**December 8, 2020**

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

*Consistent with the California Governor's Executive Order [No. N-29-20](#), City of San Jose's Resolution No. 79485, and the [Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order](#), the Civil Service Commission meeting was not be physically open to the public and the Commissioners were teleconferencing from remote locations.*

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

PRESENT: Brill Brill, Chair; Commission Members Sharon Hightower, Vice Chair; and Commissioners Joan Smith, and Michael Wilcoxen.

ABSENT: None.

VACANCY: None.

STAFF: Senior Deputy City Attorney, Colleen Winchester; Deputy City Clerk Ruth Krantz.

**NOMINATION AND ELECTION OF COMMISSION OFFICERS, CHAIR AND VICE CHAIR FOR CALENDAR YEAR 2021**

Chair Bill Brill nominated Sharon Hightower as Vice Chair of the Civil Service Commission.

Action: Upon motion by Commissioner Smith, seconded by Chair Bill Brill and carried unanimously, Sharon Hightower was selected as Vice Chair of the Civil Service Commission for Calendar Year 2021. (5-0.)

Commissioner Hightower nominated Bill Brill as Chair of the Civil Service Commission.

Action: Upon motion by Vice Chair Hightower, seconded by Commissioner Smith and carried unanimously, Bill Brill was selected Chair for Calendar Year 2021. (5-0.)

**ORDERS OF THE DAY**

Upon motion by Vice Chair Hightower, seconded by Commissioner Smith and carried unanimously, the Orders of the Day were approved. (5-0.)

## CONSENT CALENDAR

Upon motion by Vice Chair Hightower, seconded by Commissioner Smith and carried unanimously, the Consent Calendar was approved. (5-0.)

## END OF CONSENT CALENDAR

## HEARINGS SCHEDULED

None.

## CANCELLATION/RESCHEDULING OF JANUARY 2021 CSC MEETING

Upon motion by Commissioner Wilcoxon, seconded by Commissioner Smith and carried unanimously, Cancellation/Rescheduling of January 7, 2021 CSC Meeting to accommodate the City Hall furlough schedule was approved. (5-0.)

## ADJOURNMENT

Upon motion by Michael Wilcoxon, seconded by Commissioner Smith and carried unanimously, the Civil Service Commission meeting of the City of San José adjourned at 4:15 p.m. (5-0.)

*Bill Brill*  
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BILL BRILL, CHAIR

ATTEST:  
CIVIL SERVICE COMMISSION  
CITY CLERK, TONI J. TABER, CMC, SECRETARY

*Ruth Krantz*  
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Ruth Krantz, CMC, Deputy Secretary