



**CIVIL SERVICE COMMISSION  
Meeting Minutes  
November 4, 2021**

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

*Consistent with AB 361 and City of San José Resolution No. 779485, 80237 and 80266, this meeting was not physically open to the public, and the Civil Service Commission Members were teleconferencing from remote locations.*

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

PRESENT: Bill Brill, Chair; Commission Members Hightower, Vice Chair; and Commissioner Joan Smith.

ABSENT: Truitt, Wilcoxon.

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

**CALL TO ORDER AND ADOPTION OF ORDERS OF THE DAY**

**1. Nomination & Election of Commission Officers, Chair and Vice Chair for Calendar Year 2022.**

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 2022. (3-0-2. Absent: Truitt, Wilcoxon.)

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 2022. (3-0-2. Absent: Truitt, Wilcoxon.)

Upon motion by Vice Chair Hightower, seconded by Commissioner Smith and carried unanimously, the Orders of the Day were approved. (3-0-2. Absent: Truitt, Wilcoxon.)

## CONSENT CALENDAR

Upon motion by Vice Chair Hightower, seconded by Commissioner Smith and carried unanimously, the Consent Calendar was approved. (3-0-2. Absent: Truitt, Wilcoxon.)

## END OF CONSENT CALENDAR

## CANCELLATION/RESCHEDULING OF JANUARY 2022 CSC MEETING

Action: Upon motion by Vice Chair Hightower, seconded by Commissioner Joan Smith and carried unanimously, the January 2022 meeting was tentatively canceled to accommodate the City Hall furlough schedule. A meeting will be scheduled for Thursday, January 13, 2022 if needed.

## HEARINGS SCHEDULED

None.

## ADJOURNMENT

Upon motion by Vice Chair Hightower, seconded by Commissioner Smith and carried unanimously, the Civil Service Commission meeting of the City of San José adjourned at 4:08 p.m. (3-0-2. Absent: Truitt, Wilcoxon.)

***APPROVED CSC MEETING FEBRUARY 3, 2022***

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BILL BRILL, CHAIR

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

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Ruth Krantz, CMC, Deputy Secretary