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**MINUTES OF THE REGULAR BUSINESS MEETING OF THE  
CIVIL SERVICE COMMISSION  
SEPTEMBER 13, 2018**

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**CALL TO ORDER**

The Regular Meeting of the Civil Service Commission was called to order at 5:30 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, September 13, 2018.

**ROLL CALL**

COMMISSION MEMBERS PRESENT:     *Rafael Courtney*, Chairperson  
   *Leslie Coyote*, Vice-Chairperson  
   *Fred Puhn*, Commissioner  
   *William Sendt*, Commissioner

COMMISSION MEMBERS ABSENT:     *David Garcia*, Commissioner

STAFF PRESENT:                         *Irene Mosley*, Interim Human Resources Director  
   *Lilia Muñoz*, Human Resources Analyst

REPRESENTATIVES PRESENT:        *Greg Seward*, Police Lieutenant

**SALUTE TO THE FLAG**

Vice-Chairperson Coyote led the pledge of allegiance to the flag.

**PUBLIC COMMUNICATIONS**

None

**APPROVAL OF MINUTES**

**Regular Meeting of May 10, 2018**

**Action:** Motion made by Sendt, seconded by Puhn, and unanimously carried to approve the regular meeting minutes of May 10, 2018.

**REPORTS FOR FILE**

**Personnel Report  
Report of Vacancies**

**Action:** Motion made by Puhn, seconded by Sendt, and unanimously carried to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Request to amend class specification for Crime Scene Specialist, respectively**

Interim Human Resources Director Irene Mosley provided the Commission a background of the request to amend class specification for the Crime Scene Specialist. Discussion ensued and Interim Human Resources Director Mosley answered questions from the Commission. Greg Seward, Police Lieutenant was in attendance to answer questions from the Commission.

**Action:** Motion made by Coyote, seconded by Sendt, and carried to approve the request to amend class specification for Crime Scene Specialist. Nay: Commissioner Puhn.

**STAFF COMMENTS**

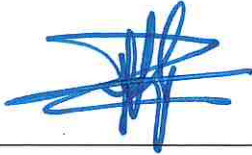
Interim Human Resources Director Irene Mosley informed the Commission that we were going to begin the recruitment for the Human Resources Director position.

**COMMISSIONER COMMENTS**

Commissioner Sendt informed the Commission and staff that his term was ending at the end of this month. However, was asked by the City Clerk's Office to remain until the vacancy is filled, which he agreed too.

**ADJOURNMENT**

**Action:** Motion made by Coyote, seconded by Sendt, and unanimously carried to adjourn the regular meeting at 6:05 p.m., Thursday, September 13, 2018, to the next regular meeting of the Civil Service Commission on Thursday, November 8, 2018, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



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CHAIRPERSON



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DATE APPROVED

*Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.*