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**CIVIL SERVICE COMMISSION**  
**Meeting Minutes**  
**June 3, 2021**

**\* 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 physically open to the public, and the Commissioners participated via teleconferencing from remote locations. Members of the public were offered to participate via Webinar.*

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

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

ABSENT: Commissioner Truitt, Commissioner Wilcoxon.

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

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

Upon motion by Commissioner 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**

**HEARINGS SCHEDULED**

None.

## CLERK'S OFFICE

### 1. Consideration and action on cancellation of the July 1, 2021 meeting due to July City Council recess.

Action: Upon motion by Vice Chair Hightower, seconded by Commissioner Smith and carried unanimously, the determination to cancel the July 1, 2021 meeting of the Civil Service Commission was approved. (3-0-2. Absent: Truitt, Wilcoxon.)

### 2. Future Commission meetings and remote appearances.

Senior Deputy City Attorney Colleen Winchester provided a presentation outlining the protocol and procedures in returning from Remote Meetings. It was confirmed that the Governor issued an Executive Order extending the ability for public entities to offer remote meetings through September 30, 2021. The Commission's next regular in person meeting would be on **October 7, 2021**.

## Future

## 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 4:05 p.m. (3-0-2. Absent: Truitt, Wilcoxon.)

***APPROVED CSC MEETING 8/5/2021***

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BILL BRILL, CHAIR

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

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Ruth Krantz, Deputy Secretary