



---

**CIVIL SERVICE COMMISSION**  
**Meeting Minutes**  
**June 2, 2021**

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

*Consistent with AB 361 and City of San Jose Resolutions, including Nos. 79485, 80237, 80266, 80290, 80323, 80343, 80363, 80400, 80445, 80481, and 80507, this meeting will not be physically open to the public and the Civil Service Commissioners will be teleconferencing from remote locations.*

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

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

**ABSENT:** All present.

**VACANCY:** One vacancy.

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

**NOMINATION AND ELECTION OF COMMISSION OFFICERS**

Commissioner Joan Smith nominated Sharon Hightower as Chair of the Civil Service Commission for the remainder of the calendar year.

Action: Upon motion by Commissioner Smith, seconded by Commissioner Sam Swift and carried unanimously, Sharon Hightower was selected as Chair of the Civil Service Commission for the remainder of Calendar Year 2022. (4-0.)

Commissioner Hightower nominated Joan Smith as Vice Chair of the Civil Service Commission for the remainder of the calendar year.

Action: Upon motion by Vice Chair Hightower, seconded by Commissioner Sam Swift and carried unanimously, Joan Smith was selected as Vice Chair for the remainder of Calendar Year 2022. (4-0.)

## **ORDERS OF THE DAY**

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

## **CONSENT CALENDAR**

Upon motion by Commissioner Swift, seconded by Commissioner Smith 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 an update regarding authority for remote meetings.
- B. Senior Deputy City Attorney, Colleen Winchester provided an update regarding the employee-elected vacant position on the Civil Service Commission previously held by Bill Brill.

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

The hearing re: suspension of Jason Schaefer, Fire Captain, Fire Department, previously scheduled for August 4 was rescheduled for 6 p.m., August 22, 2022. Case No. 22-03. Waiver filed. (Rodriguez/Street)

Deputy City Attorney Gabriel Rodriguez and Scott Street, appearing on behalf of the Appellant, were present.

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

Public Employee Discipline: Dismissal. Police Officer, Case No. 22-06; Gov. Code §54957; SJMC §3.04.1410(D). Waiver Filed. (Van Roo/Murphy) (Closed Session)

The Appellant's representative, Jonathan Murphy, was unable to attend due to illness and had contacted Presiding Officer Sharon Hightower asking that this hearing be scheduled at the August 4 meeting of the Civil Service Commission. Deputy City Attorney, Julia Van Roo, was present, and agreed to reschedule to August 4, 2022.

## **ADJOURNMENT**

This meeting was adjourned at 4:18 p.m. in honor of William "Bill" Brill, who had served on the Civil Service Commission since 2001, acting as Chair of the Commission for many years.

*DRAFT*

---

SHARON HIGHTOWER, CHAIR

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

---

Ruth Krantz, CMC, Deputy Secretary