



**CIVIL SERVICE COMMISSION
Regular Meeting Minutes
December 1, 2022**

*** COVID-19 NOTICE ***

Consistent with AB 361 and City of San Jose Resolution Nos. 80628, 80659, 80685, 80724 and 80758, this meeting was not physically open to the public and the Civil Service Commissioners teleconferenced from remote locations.

CALL TO ORDER: 4:00 p.m.

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

ABSENT: None.

VACANCY: One Vacancy.

STAFF: Senior Deputy City Attorney, Colleen Winchester; Deputy City Clerk Ruth Krantz; Deputy City Clerk Yasmin Johnson; Deputy City Clerk Megan Roche

ORDERS OF THE DAY

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

PUBLIC COMMENTS

None.

CONSENT CALENDAR

Upon motion by Commissioner Smith, seconded by Commissioner Swift, and carried unanimously, the Consent Calendar was approved. (4-0.)

END OF CONSENT CALENDAR

CITY ATTORNEY/CLERK'S OFFICE

Senior Deputy City Attorney Colleen Winchester addressed a question from Commissioner Smith, to clarify that locations will likely not have to be disclosed on an agenda if a commissioner has a personal excuse for attending a meeting virtually. Senior Deputy City Attorney Winchester stated that she will confirm closer to the date when fully virtual meetings are to discontinue, and also congratulated Commissioner Cochran and Chair Hightower on their reappointment to the Commission. Deputy City Clerk Ruth Krantz stated that there are two applicants for the employee-elected Civil Service Commissioner position, and the nomination period for the election spans January 30, 2023 – February 17, 2023. The position is expected to be filled by April 10, 2023.

Upon motion by Commissioner Smith, seconded by Commissioner Cochran, and carried unanimously, the Commission approved cancellation of the January 5, 2023 Civil Service Commission meeting. (4-0.)

HEARINGS SCHEDULED (OPEN SESSION)

None.

HEARINGS SCHEDULED (CLOSED SESSION)

No reportable action taken in closed session.

ADJOURNMENT

Chair Hightower adjourned the Civil Service Commission meeting of the City of San José at 4:15 p.m.

DRAFT

SHARON HIGHTOWER, VICE-CHAIR

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

Megan Roche, Deputy Secretary