



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE SPECIAL MEETING OF
THURSDAY, JANUARY 24, 2019 - 5:00 P.M.
CITY COUNCIL CHAMBERS
4455 WEST 126TH STREET, HAWTHORNE, CA.**

1. **CALL TO ORDER.** Chairman Balboa called the meeting to order at 5:03 pm.
 - a. ROLL CALL: Present: Commissioners: Balboa, Hendricks, Harris, Love & Sanyal
 - b. Absent: None

Also present: Cinthia Peters, Secretary to the Civil Service Commission/Human Resources Specialist; Irma Youssefieh, Interim Human Resources Director.
Alison Stevens, Assistant City Attorney

2. The Pledge of Allegiance was delivered by Commissioner Sanyal.
3. Pursuant to Government Code Section 54956, the January 24th, 2019 Civil Service Commission Special Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 5:00 P.M. on Tuesday, January 22, 2019.

4. **ITEMS FROM THE COMMISSION.**

Chairman Balboa proposed rotation of the Chairperson appointment per Municipal Code every 12 months & called for a vote to appoint a new Chairperson. Nomination for Commissioner Sanyal for Chairperson-Vote Held. Commissioner Hendricks moved. 2nd by Commissioner Love. Chairperson Sanyal appointed by unanimous vote.

5. **ORAL COMMUNICATIONS.**

None.

6. **WRITTEN COMMUNICATIONS.**

None.

7. **APPROVAL OF MINUTES.**

- a. For the Special Meeting of January 10, 2019.

Moved by Commissioner Harris to approve the Minutes of January 10th, 2019; second by Commissioner Sanyal. The motion to approve the Minutes of January 10, 2019, unanimously carried by the commissioners present. Commissioner Sanyal abstained from vote.

8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS.**

- a. None

9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**

- a. None

10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**

- a. Warehouse Assistant

Moved by Commissioner Sanyal to approve the Eligibility List for Warehouse Assistant; second by Commissioner Love. The motion to approve the Eligibility List for Warehouse Assistant, unanimously carried by the commissioners present.

11. **SECRETARY'S REPORT.**

- a. New Hires
 - Pre-Service
 - Graffiti Worker

12. **HEARINGS.**

- a. None.

13. **COMMENTS FROM COMMISSIONERS.**

Announcements, Commissioner Harris congratulating Chief Ishii for the permanent appointment at the last council meeting.

14. ADJOURNMENT.

Meeting adjourned at 5:23 pm to the next regularly scheduled meeting of January 17, 2019.