



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION AGENDA
MINUTES FOR THE REGULAR MEETING OF
THURSDAY, JUNE 17, 2021 – 5:00 P.M
Video/Teleconference Meeting**

1. CALL TO ORDER –Chairperson Sanyal called the meeting to order at 5:11 PM.
 - a. Roll Call – Present: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris and Hendricks.
Absent: None

Also present: Christine Tomikawa, Human Resources Director. Alison Stevens, Assistant City Attorney.
Cinthia Peters, Secretary to the Civil Service Commission/Human Resources Analyst.
2. PLEDGE OF ALLEGIANCE – delivered by Commissioner Hendricks
3. Pursuant to Government Code Section 54954, the June 17, 2021 Civil Service Commission Regular Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 5:00 PM on Monday, June 14, 2021.
4. ITEMS FROM THE COMMISSION - none
5. ORAL COMMUNICATIONS –
 - a. HR Director announced separation of both HR Director Christine Tomikawa and HR Analyst Cinthia Peters. Introduction of PT Temporary Staff Gwendolyne Castro and Julie Javier who will cover HR while a Director of HR is placed.
 - b. HR Director also announced proposed date of returning to In-Person meetings for the Commission as of August 2021
6. WRITTEN COMMUNICATIONS - none
7. APPROVAL OF MINUTES.
 - a. For the Special Meeting of June 10, 2021 – Moved by Commissioner Hendricks and 2nd by Commissioner Harris–
Abstain: Chairperson Sanyal. Yes votes: Harris, Balboa, Hendricks, and Arroyo
8. APPROVAL OF PROPOSED JOB DESCRIPTIONS
 - a. Human Resources Analyst- Moved by Chairperson Sanyal and 2nd by Commissioner Balboa.
Yes votes: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks
9. APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).
 - b. Human Resources Analyst- Moved by Commissioner Harris and 2nd by Commissioner Hendricks.
Yes votes: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks
10. APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS)
 - a. None
11. SECRETARY’S REPORT – None
12. HEARINGS - None
13. COMMENTS FROM COMMISSIONERS – All Commissioners addressed attendees with gratitude and well wishes for Director Tomikawa and Analyst Peters.
14. ADJOURNMENT – 5:25 PM

Meeting adjourned to a regular meeting scheduled for July 1, 2021 at 5:00 pm.