



**CITY OF HAWTHORNE  
CIVIL SERVICE COMMISSION  
MINUTES  
FOR THE SPECIAL MEETING OF  
THURSDAY, FEBRUARY 18, 2021 - 5:00 P.M.  
Video/Teleconference Meeting  
HR Contact: [HR@cityofhawthorne.org](mailto:HR@cityofhawthorne.org)**

1. **CALL TO ORDER.** Chairperson Sanyal called the meeting to order at 5:08pm
  - a. ROLL CALL: Present: Chairperson Sanyal Commissioners Present: Harris, Balboa & Hendricks (5:20pm).  
  
Also present: Asghar Tootla, Human Resources Specialist. Gwendolyn Castro, Senior Human Resources Analyst  
Christine Tomikawa, Human Resources Director.
2. The Pledge of Allegiance was delivered by Commissioner Harris.
3. Pursuant to Government Code Section 54956, the February 18<sup>th</sup>, 2021 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126<sup>th</sup> Street at 12:30 P.M. on Wednesday, February 17<sup>th</sup>, 2021.
4. **ITEMS FROM THE COMMISSION.**
  - a. None
5. **ORAL COMMUNICATIONS.**
  - a. Chief Ishii provided a status update to the commission regarding the police department.
  - b. Christine Tomikawa let the commission know that there is a tentative appointment for a new Civil Service Commission.
6. **WRITTEN COMMUNICATIONS.**
  - a. None
7. **APPROVAL OF MINUTES.**
  - a. For the Meeting of February 4, 2020- Moved by Harris and 2<sup>nd</sup> by Sanyal. All present vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
  - a. None
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
  - a. Police Records Technician – postponed to next Special Meeting for 2/24/2021.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
  - a. None.
11. **SECRETARY’S REPORT.**
  - a. None
12. **HEARINGS.**
  - a. None
13. **COMMENTS FROM COMMISSIONERS.**
14. **ADJOURNMENT.**

Meeting adjourned at 5:40pm to the special scheduled meeting of February 24, 2021.