

In compliance with Governor Newsom's Executive Order N-29-20, which suspended portions of the Brown Act, Governor Newsom's Executive Order N-33-20 (Stay At Home Order issued March 19, 2020), Acting State Public Health Officer Erica Pan's Regional Stay at Home Order (issued December 3, 2020), and the County of Los Angeles Public Health Officer's Revised Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19: Tier 1 Substantial Surge Updated Response (issued December 30, 2020), members of the Torrance Employee Relations Committee and staff will participate in this public meeting via teleconference or other electronic means in our continuing effort to practice social distancing to reduce the spread of COVID-19.

MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING via Zoom by using the following link or by calling in with the phone number listed below: <https://bit.ly/34grQR4>

Phone number: 1-669-900-9128
Meeting ID: 962 1061 2400
Passcode: 130924



Employee Relations Commission

The Employee Relations Commission is comprised of members of the Civil Service Commission that meets on the second and fourth Mondays of each month at 6:00 p.m. in Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information" card (available at the meeting) and relay it to the staff before leaving the meeting.

Staff reports are available for review at the Human Resources office, Civic Center Main Library and the City Clerk's Office. Direct any other questions or concerns to the Civil Service Manager at 310.618.2915. Agendas are posted on the City of Torrance Home Page www.TorranceCA.Gov.

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310.618.2915. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

HOURS OF OPERATION

Monday through Friday from
7:30 a.m. to 5:30 p.m.
Offices are closed alternate Friday.

Brianna Cohen

TORRANCE EMPLOYEE RELATIONS COMMITTEE (CIVIL SERVICE COMMISSION) MONDAY, FEBRUARY 8, 2021

(Meeting will be held in conjunction with the Civil Service Commission meeting, but not before 6:00 p.m.)

VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS

EMPLOYEE RELATIONS COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

AGENDA

1. **CALL TO ORDER**
ROLL CALL/MOTION FOR EXCUSED ABSENCE
2. **REPORT FROM STAFF ON POSTING OF AGENDA**
3. **ORAL COMMUNICATIONS #1 (Limited to a 30 minute period)**
Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.
4. **CONSENT CALENDAR**
4A. Approve the Employee Relations Committee Minutes: November 23, 2020 *(Minutes provided to Committee members only, copies available in the Personnel Building)*
5. **ADMINISTRATIVE MATTERS**
5A. Elect Chair of the Employee Relations Committee for Remainder of Fiscal Year 2020 - 2021.
6. **ORAL COMMUNICATIONS #2**
Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.
7. **ADJOURNMENT**
7A. Adjournment of Employee Relations Committee Meeting to Date to be Determined.

ROLL CALL:

Honorable Chair and Members
of the Employee Relations Committee of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: Elect Chair of the Employee Relations Committee for Remainder of Fiscal Year 2020 – 2021.

RECOMMENDATION

Recommendation of the Civil Service Manager that the Employee Relations Committee elect a Chair for Remainder of Fiscal Year 2020 – 2021.

BACKGROUND AND ANALYSIS

TMC Section 14.8.6(a) requires the Chair of the Civil Service Commission to appoint the members of the Employee Relations Committee. TMC Section 14.8.6(b) provides that, "The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman."

On July 13, 2020, the Civil Service Commission held the first meeting of Fiscal Year 2020 – 2021 and approved deferring the appointment of the Civil Service Commission Chair, Civil Service Commission Vice-Chair, and members of Employee Relations Committee for Fiscal Year 2020 – 2021 to allow the Commission to evaluate the effectiveness of the virtual meetings and make any modifications as necessary.

On December 2, 2020, Commissioner Skoll resigned, leaving the Civil Service Commission Vice-Chair position and Employee Relations Committee Chair position vacant.

At the City Council meeting on January 12, 2021, the City Council appointed Commissioner Dean to fill the Civil Service Commission vacancy created by Commissioner Skoll's resignation. The Civil Service Commission is now fully seated and the vacant Employee Relations Committee Chair position needs to be filled.

A recommendation has been made to the Civil Service Commission to appoint a Civil Service Commission Chair for the remainder of Fiscal Year 2020 – 2021 and for the Civil Service Commission Chair-elect to appoint a Civil Service Commission Vice Chair and members of the Employee Relations Committee for the remainder of Fiscal Year 2020 – 2021.

Once this action has been taken, it is the appropriate time for the Committee to elect an Employee Relations Committee Chair for the remainder of Fiscal Year 2020 – 2021.

Respectfully Submitted,

A handwritten signature in black ink that reads "Brianne Cohen". The signature is written in a cursive, flowing style.

BRIANNE COHEN
CIVIL SERVICE MANAGER

Attachment A: Torrance Municipal Code Sections 13.10.5 and 14.8.6

Torrance Municipal Code Sections 13.10.5 and 14.8.6

13.10.5 APPOINTMENT OF A CHAIRMAN.

At the first meeting of the Commission in every fiscal year, the members shall appoint one (1) of their number as Chairman who shall hold office for one (1) year and until his successor is appointed.

14.8.6 EMPLOYEE RELATIONS COMMITTEE.

There is hereby established a three (3) member standing committee of the Civil Service Commission to be known as the Employee Relations Committee.

- a) The Committee shall be appointed by the Chairman of the Civil Service Commission but shall not include the Chairman.
- b) The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman.
- c) Each of the parties involved in any dispute before the Committee shall have the right to preemptorily challenge one (1) Committee member, who shall then be removed from the Committee while the Committee is considering the pending matter.
- d) The Chairman of the Civil Service Commission shall appoint a temporary replacement for the challenge committee member to serve while the committee is considering the pending matter.