

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the 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.

**TORRANCE EMPLOYEE RELATIONS COMMITTEE
(CIVIL SERVICE COMMISSION)
MONDAY, JULY 14, 2025
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER
AT 3031 TORRANCE BL.**

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

1. CALL MEETING TO ORDER

ROLL CALL: Committee members

2. REPORT OF STAFF ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, July 10, 2025.

3. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

4. ORAL COMMUNICATIONS (Limited up to a 15 minute period)

This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker. Speakers please turn off or leave your cellular phone when you come to the podium to speak.

5. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

5A. Approve Employee Relations Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Employee Relations Committee minutes of April 28, 2025.

6. ADMINISTRATIVE MATTERS

6A. Elect Chair of the Employee Relations Committee for Fiscal Year 2025-2026.

Recommendation of Civil Service Staff that the Employee Relations Committee elect a Chair for Fiscal Year 2025 – 2026.

7. COMMITTEE ORAL COMMUNICATIONS

8. ADJOURNMENT

8A. Adjournment of Employee Relations Committee Meeting to Date to be Determined.

**SEE WHAT
TORRANCE IS DOING**



April 28, 2025

**MINUTES OF A MEETING OF THE
EMPLOYEE RELATIONS COMMITTEE
(TORRANCE CIVIL SERVICE COMMISSION)**

1. CALL TO ORDER

The meeting was called to order by Civil Service Manager Cohen in regular session at 6:21 p.m. on April 28, 2025, in the LeRoy J. Jackson Council Chambers at 3031 Torrance Boulevard.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Committee Members Kohus, Lohnes and Sasaki.

Absent: None

2. REPORT OF THE CITY CLERK ON THE POSTING OF AGENDA

Civil Service Manager Cohen stated that the agenda for the Employee Relations Committee was posted by the City Clerk on April 24, 2025.

3. ANNOUNCEMENT OF WITHDRAWN, DEFERRED AND/OR SUPPLEMENTAL ITEMS

None

4. ORAL COMMUNICATIONS

None

6. ADMINISTRATION MATTERS (Taken Out of Order)

6A. Elect Chair of the Employee Relations Committee for Remainder of Fiscal Year 2024-2025

Civil Service Manager Cohen stated presented the report for the item.

There was no public comment.

Committee Member Lohnes nominated Committee Member Sasaki as Chair of the Employee Relations Committee and Committee Member Kohus seconded the nomination.

Committee Member Sasaki accepted the nomination.

MOTION: Committee Member Lohnes moved to approve Committee Member Sasaki as Chair of the Employee Relations Committee for the remainder of Fiscal Year 2024-2025; motion was seconded by Committee Member Kohus. The motion passed by a unanimous roll call vote.

5. CONSENT CALENDAR

5A. Approve Employee Relations Minutes for February 10, 2025

MOTION: Committee Member Kohus moved to approve the minutes for February 10, 2025; motion was seconded by Committee Member Lohnes. The motion passed by a unanimous roll call vote.

6. ADMINISTRATION MATTERS

The Committee returned to Item 6B.

6B. Determine Unit for the New Classification of Accounting Supervisor

Principal Human Resources Analyst Melgoza presented the report for the item.

There was no public comment.

MOTION: Committee Member Kohus moved to approve the unit for the new classification of Accounting Supervisor, as submitted; motion was seconded by Committee Member Lohnes. The motion passed by a unanimous roll call vote.

7. COMMITTEE ORAL COMMUNICATIONS

None

8. ADJOURNMENT

8A. Adjournment of the Employee Relations Committee Meeting to Date to be Determined

MOTION: At 6:29 p.m., Committee Member Lohnes moved to adjourn to a date to be determined; motion was seconded by Committee Member Kohus and a roll call vote reflected unanimous approval.

DRAFT SUBJECT TO APPROVAL STA

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 FISCAL
YEAR 2025 – 2026.**

RECOMMENDATION:

Recommendation of Civil Service Staff that the Employee Relations Committee elect a Chair for Fiscal Year 2025 - 2026.

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."

The Civil Service Commission Chair has made new appointments to the Employee Relations Committee, and accordingly, now is the appropriate time for the Committee to elect a Chair for Fiscal Year 2025 – 2026.

Respectfully Submitted,

By Jennica Chaparro
Jennica Chaparro
Senior Human Resources Analyst

CONCUR:

Brianne Cohen
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.