

**MINUTES  
SPECIAL MEETING OF THE CIVIL SERVICE COMMISSION  
DISCIPLINARY APPEAL HEARING – REINA SCHAETZL  
WEDNESDAY, NOVEMBER 28, 2012  
6:00 P.M.**

A Special Meeting of the Signal Hill Civil Service Commission was held on Wednesday, November 28, 2012 at 6:00 p.m. in the Council Chambers located on the main floor of City Hall.

**CALL TO ORDER**

Chair Parker called the meeting to order for the Civil Service Commission at 6:00 p.m.

PRESENT:           COMMISSIONER STRICHART  
                          COMMISSIONER VIRGA  
                          COMMISSIONER YOCHUM  
                          VICE CHAIR GRIGGS  
                          CHAIR PARKER

ABSENT:            NONE

**PUBLIC BUSINESS FROM THE FLOOR**

Ms. Carol Churchill read a letter into the record regarding her concerns that there was a Brown Action violation because the materials presented to Commission on Monday night were not available for her review Wednesday morning. Pam Lee, counsel for the Civil Service Commission, indicated that because the materials were not staff reports, were not attached to the agenda and were not produced by the City, the City did not need to provide the materials at the hearing. Ms. Lee also stated that the delay in producing the materials was as a result of City staff reviewing all the documents to ensure that any personal information such as phone numbers, email addresses, home addresses, etc. were redacted from the documents. The materials were available at 3:30 p.m. on Wednesday, November 28, 2012.

**INTRODUCTION AND CONTINUANCE OF HEARING**

Chair Parker announced, “This is a hearing on the appeal by Reina Schaeztl of her two-step pay reduction in her position of Assistant Planner with the City of Signal Hill.”

Chair Parker recorded the presence of the employee, Reina Schaeztl and the fact that she was representing herself in this matter. Chair Parker recorded the presence of Steve Filarsky, the representative/attorney for City Staff and counsel for the Commission, Pam Lee.

Chair Parker announced that all witnesses other than the one currently testifying would be excluded from the hearing unless the Commission, in its discretion, for good cause, otherwise directed.

## **PRESENTATION OF EVIDENCE – RESPONDENT**

The Commission heard testimony from the following:

Scott Charney, Community Development Director, Community Development Department

During the examination of Mr. Charney, City Exhibits 18 and 19 were moved into evidence by Mr. Filarsky and accepted into evidence by Chair Parker.

## **CROSS EXAMINATION OF WITNESS – APPELLANT**

Ms. Schaetzl asked that she be allowed a continuance based on due process and the fact that she did not have an attorney and she would like to review the materials that had been presented to her and the Commission that evening and prepare questions. She also stated that she needed time to subpoena witnesses. Mr. Filarsky stated that no additional complicated issues were introduced (Exhibits 18 and 19) and that Ms. Gilmore had emailed Ms. Schaetzl on November 27, 2012 to inform her that the hearing should conclude on November 28, 2012 and if she had witnesses she needed to make them available on November 28, 2012. Mr. Filarsky provided a timeline regarding the production of evidence first to Ms. Schaetzl's then designated representative, Mary LaPlante of the City Employees Associates, on October 2, 2012 and then mailed to Ms. Schaetzl on November 6, 2012, two days after the City was notified that Ms. Schaetzl would represent herself. Mr. Filarsky also stated that Ms. Schaetzl did not respond when asked about stipulations. Ms. Schaetzl agreed that she did not respond. Ms. Schaetzl stated she needed time to prepare given the new evidence.

After discussion, Chair Parker denied Ms. Schaetzl's request for continuance and reminded Ms. Schaetzl of the fact that the Commission had granted her a continuance on October 15, 2012 of her scheduled hearing date of October 24, 2012. The letter from Chair Parker to Ms. Schaetzl stated that no other continuances would be granted.

In lieu of direct cross-examination, Ms. Schaetzl presented Appellant's Exhibit A.

The City rested its case.

## **REBUTTAL EVIDENCE – APPELLANT**

Ms. Schaetzl stated she had no witnesses other than herself. Ms. Lee informed Ms. Schaetzl she could testify on her own behalf.

Ms. Schaetzl moved Appellant's Exhibit A into evidence and Chair Parker accepted it into evidence.

Ms. Schaetzl presented her rebuttal evidence.

**CLOSING ARGUMENTS**

Mr. Filarsky submitted on the record and did not present a closing argument.

Ms. Schaetzl asked if she could submit her closing argument in writing within ten days after the close of the hearing for the Commission’s review. Ms. Schaetzl then presented her verbal closing argument.

The Commission considered her request to submit a written closing argument within ten days after the close of the hearing and after discussion, Chair Parker denied her request.

**COMMISSION DELIBERATION**

Pursuant to Government Code 54957 (Public employee discipline/dismissal/release), the Commission adjourned at 8:50 p.m. to closed session to conduct deliberations.

Chair Parker reconvened the meeting at 10:08 p.m. and Ms. Lee reported out of closed session. The Civil Service Commission by unanimous vote sustained the disciplinary action of a two-step pay reduction for Ms. Reina Schaetzl. Ms. Lee will prepare the Commission’s written findings. Action of the Commission will not be final until the document setting forth the Commission’s findings is signed by the Commission.

**ADJOURNMENT**

It was moved by Commissioner Strichart, seconded by Commissioner Virga, to adjourn to a Regular Meeting of the Civil Service Commission to be held on Wednesday, January 2, 2013 at 5:30 p.m. in the Council Chambers of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

The motion carried unanimously.

Chair Parker adjourned the meeting at 10:10 p.m.

Attest:

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Victor Parker  
Chair

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Mary Gilmore  
Commission Secretary