



**CIVIL SERVICE COMMISSION  
REGULAR MEETING 5:15 PM**



**MAY 11, 2026**

**COMMISSION MEMBERS**

Brenda Plechaty (Chair)  
Sheila Tennyson (Vice-Chair)  
Leslie Janik  
David Sostarich  
Patricia Wright

**HYBRID MEETING**  
[www.Cityofvallejo.net](http://www.Cityofvallejo.net)

**Council Chambers  
555 Santa Clara Street  
Vallejo, CA 94590**

<p><b>NOTICE:</b> Members of the Public will be able to participate in-person or remotely via Zoom</p>	<p>City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.</p>
<p><b>PUBLIC COMMENT:</b> Members of the Public may provide public comments during the Meeting in person or via ZOOM (<a href="https://ZoomRegular.Cityofvallejo.net">https://ZoomRegular.Cityofvallejo.net</a>), or via phone, by dialing (669) 900-6833.</p>	<p>For additional instructions on how to speak remotely during public comment, please visit, <a href="http://www.cityofvallejo.net/publiccomment">www.cityofvallejo.net/publiccomment</a></p>
<p><b><u>VIEW THE MEETING:</u></b> There are four different ways you can view this public meeting:</p> <ul style="list-style-type: none"> <li>• In Person</li> <li>• Watch Vallejo local channel 28</li> <li>• Stream from the City website: <a href="http://www.cityofvallejo.net/Streaming">www.cityofvallejo.net/Streaming</a></li> <li>• Join the Zoom webinar: <a href="https://ZoomRegular.Cityofvallejo.net">https://ZoomRegular.Cityofvallejo.net</a></li> </ul>	<p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> 
<p align="center"><b>Hybrid Options are available for members of the public to participate. To participate remotely</b></p>	
<p><b><u>Option to Join by Computer</u></b> From your browser go to <a href="https://ZoomRegular.CityofVallejo.net">https://ZoomRegular.CityofVallejo.net</a> to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313</p>	<p><b><u>Option to Join by Phone</u></b> Dial (669) 900-6833 Enter Meeting ID: 914 0075 0676# Meeting Password: 131313 Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute</p>
<p>Any supplemental writing related to an agenda item for an open session of a regular meeting that is distributed to all or a majority of all members of the Commission less than 72 hours before the meeting will be posted concurrently on the City’s website at <a href="http://www.cityofvallejo.net/agendas">www.cityofvallejo.net/agendas</a> Written material distributed during the meeting, will be available at the meeting if prepared by the City or after the meeting if prepared by someone else. Such materials may be obtained from the Commission Secretary.</p>	
	<p>Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability by contacting Staff Secretary, April Adams via email at <a href="mailto:April.Adams@cityofvallejo.net">April.Adams@cityofvallejo.net</a> or by phone at (707) 648-4378 no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof</p>

**AGENDA**

1 **CALL TO ORDER**

2 **PLEDGE OF ALLEGIANCE**

3 **ROLL CALL**

4 **WRITTEN COMMUNICATIONS**

5 **REPORT OF THE COMMITTEE/BOARD SECRETARY**

6 **REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD**

7 **REPORT OF THE CITY COUNCIL LIAISON**

8 **PRESENTATION**

A Employee Discipline Appeals & Hearings

9 **COMMUNITY FORUM**

*Anyone wishing to address the Council on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Council to resolve, is requested to submit a completed speaker card to the City Clerk. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.*

10 **CONSENT CALENDAR AND APPROVAL OF AGENDA**

A **APPROVAL OF THE MINUTES - Regular meeting minutes of the January 12 and February 9, 2026, meeting.**

Recommendation: By motion, approve the regular meeting minutes of the January 12 and February 9, 2026, meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

11 **ACTION CALENDAR**

*NOTICE: Members of the public wishing to address the Council on Action Calendar Items are requested to submit a completed speaker card to the City Clerk. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.*

12 **ADJOURNMENT**

**ADDITIONAL CITY INFORMATION**

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- Like us on Facebook and Instagram ([@cityofvallejo](#))
- Sign up to receive City Communications via e-mail ([www.cityofvallejo.net/subscribe](http://www.cityofvallejo.net/subscribe))
- Sign up for emergency alerts at: [alertsolan.com](http://alertsolan.com)

I, April Adams, Civil Service Commission Executive Secretary do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Brenda Plechaty (Chair)  
Sheila Tennyson (Vice-Chair)  
Leslie Janik  
David Sostarich  
Patricia Wright,

at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 4:30 p.m., May 8, 2026.

Dated: May 8, 2026

*April Adams*

Executive Secretary

# Employee Discipline Appeals & Hearings

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*A Training for New Civil Service Commission Members*



# Today's Training

**01**

## **Your Role as a Commissioner**

*Duties, authority, and the big picture*

**02**

## **Constitutional Due Process**

*Why these rights exist and why they matter*

**03**

## **Rule 18 — Discipline Procedures**

*Written notice, grounds, and the 5-day appeal window*

**04**

## **Rule 19 — Appeals & Hearings**

*Open vs. closed session, Brown Act compliance*

**05**

## **Neutrality & Impartiality**

*How to conduct yourself as a decision-maker*

**06**

## **The Decision**

*Standards, findings, and making it final*

# Your Role as a Commissioner

## What the Commission Does

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1. Hear and decide employee appeals of disciplinary actions
2. Conduct impartial hearings — like a judge or jury
3. Review evidence presented by both parties
4. Issue written findings and conclusions that are final
5. Determine if discipline was appropriate and lawful



### Quasi-Judicial Body

*You function like a court — your decisions have legal effect on employees' careers and livelihoods.*



### Chartered Authority

*Your powers come from the City Charter and Civil Service Rules, not departmental discretion.*



### Final Decision Maker

*Rule 18.4: The Commission's findings and conclusions are final.*

# Constitutional Due Process

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*Why these protections exist — and why you must honor them*



## Property Interest

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A classified civil service employee has a protected property interest in their job under the 14th Amendment. Government cannot deprive them of this without due process.



## Skelly Rights (California)

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Before discipline is imposed, the employee must receive: (1) written notice of charges, (2) a copy of the evidence, and (3) an opportunity to respond (*Skelly v. State Personnel Bd.*, 1975).



## The Commission's Role in Due Process

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Your post-discipline hearing is the full due process opportunity — a fair, neutral tribunal where the employee can challenge the action and present their case.

# Rule 18 — The Discipline Framework

## Rule 18.1 — Who Is Protected

Every person holding a position in the classified service is subject to suspension, fine, demotion, or removal — but only for cause, and subject to the right of appeal to this Commission.

### Grounds for Discipline (Rule 18.1)

 **Misconduct**

 **Incompetency**

 **Inefficiency**

 **Failure to Perform Duties**

 **Failure to Follow  
Dept. Rules & Regs.**

 **Failure to Cooperate  
Reasonably**

# Rule 18.2 — The Written Statement of Reason

## The Rule

*Every employee shall be given a written statement of the reason for suspension, fine, demotion or removal at the time of such action.*

*The statement shall include in itemized form the specific instances in support of the discipline.*

*A copy shall be delivered to the employee or left at their last known address.*

## Why This Matters to You

### ✓ Was it timely?

*The statement must be given at the time of the discipline — not after.*

### ✓ Was it specific?

*Vague or conclusory statements may not satisfy the rule. Look for itemized, specific instances.*

### ✓ Was it delivered?

*The employee must have received it or it must have been sent to their last known address.*

### ✓ Does it match the hearing?

*The city cannot expand or change the charges during the hearing beyond what was in the statement.*

# Rule 18.3 — Filing of Appeal

5

DAYS

## Trigger

*Discipline is imposed and the written statement is served on the employee.*

## 5-Day Window


*Employee must file their appeal within 5 days of service. Sunday/holiday: extends to next business day.*

## Where to File

*A copy is filed with the appointing authority (the department). The original is filed with the Executive Secretary of the Commission.*

## If No Appeal

*If the employee does not appeal within 5 days, the discipline becomes final.*

 Commissioner Note: You should confirm that the appeal was timely filed before proceeding to a hearing. An untimely appeal may be dismissed.

# Rule 18.4 — Investigation & Hearing



## Investigation

Commission may conduct or order an investigation as it deems necessary before the hearing.



## The Hearing

Commission hears evidence for and against the employee. Hearings may be conducted informally.



## Decision (10-Day Rule)

Conclusions must be made within 10 days of submission. Findings are certified to the appointing authority.



## Final Order

Findings are final. The Commission may also include compensation recommendations and the amount owed, if any.

### Key Takeaway:

*The Commission's findings and conclusions of fact are FINAL. The appointing authority (the department) cannot override or modify your decision.*


# Rule 19 — Appeals & Hearings

## 19.1 — Complaints: Broad Right of Appeal

Any employee in the classified service may appeal to the Commission regarding any situation affecting their employment status or conditions of employment — except where prohibited by the Charter or Rules. Appeals under Rule 19.1 may be filed at any time (unlike the 5-day limit in Rule 18.3), and the Commission shall convene within 5 days.

## 19.3 — Subpoena Power

The Commission has the power to issue subpoenas to compel the production of books, papers, and documents and to take testimony. If any person subpoenaed fails or refuses to appear or produce required documents, a majority of the Commission may find them in contempt and take proceedings under state law.

 Practical Note: Use subpoenas sparingly and with legal guidance. The subpoena power is meaningful — it gives the Commission the tools to ensure a complete and fair record.

# Rule 19.2 — Open vs. Closed Session

All hearings must comply with Government Code § 54950 et seq. (The Ralph M. Brown Act)



## CLOSED SESSION (Default)

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- Disciplinary hearings are closed by default
- Only: the appellant, appointing authority, their respective representatives, and those specifically authorized by the Commission
- All documents, transcripts, and evidence remain confidential when conducted in closed session



## OPEN SESSION (Appellant's Right)

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- The appellant has the right to have charges heard in open session (Gov. Code § 54957)
- If open session has begun, the appellant may still request to switch to closed session at any stage
- Commission resolves any such request by motion and vote
- Deliberations may be taken separately with only commissioners (and counsel, if desired)

# Neutrality & Impartiality

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*The most important thing you bring to a hearing is your fairness*

## ✓ DO

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- ▶ Enter each hearing with an open mind — decide only on the evidence presented
- ▶ Treat both parties and their representatives with equal respect
- ▶ Ask clarifying questions of both sides equally
- ▶ Disclose any potential conflict of interest before the hearing begins
- ▶ Base your decision solely on the record before you

## ⊘ DON'T

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- ▶ Don't communicate with one party about the case outside the hearing
- ▶ Don't do independent research about the parties or the incident
- ▶ Don't allow your personal views of a department to influence your decision
- ▶ Don't prejudge the outcome before hearing the evidence
- ▶ Don't reveal your views or lean publicly toward a result during the hearing

# Conducting the Hearing

*Rule 18.4 allows hearings to be conducted informally — but informally does not mean unfairly.*

1

## Opening

*Identify the parties, their representatives, and confirm the appeal is timely filed. State the charges.*

2

## City's Case

*The appointing authority (city/dept.) presents their evidence and witnesses first. The burden is on the city to justify the discipline.*

3

## Employee's Case

*The employee (appellant) has a full opportunity to respond, present witnesses, and offer evidence in their defense.*

4

## Questions from Commissioners

*You may ask clarifying questions of any witness. Keep questions neutral and factual.*

5

## Closing Arguments

*Both sides may briefly summarize their position. Neither side should introduce new evidence here.*

6

## Deliberations

*Commission may deliberate privately. A motion, discussion, and vote should follow. Document the outcome in the minutes.*

# Making the Decision

## What to Consider

1. Did the grounds for discipline actually exist? (Rule 18.1)
2. Was the written statement sufficiently specific? (Rule 18.2)
3. Was the procedure followed — was the appeal timely? (Rule 18.3)
4. Is the level of discipline proportionate to the misconduct?
5. Was the employee treated consistently with similarly situated employees?
6. What does the totality of the evidence show?

## Possible Outcomes

### Uphold Discipline

*City met its burden; discipline was appropriate.*

### Modify Discipline

*Reduce or adjust the penalty to be proportionate.*

### Overturn Discipline

*City did not meet its burden. Employee is reinstated with back*

 Remember: Findings and conclusions must be made within 10 days of the matter being submitted. (Rule 18.4)

# Quick Reference — Key Numbers & Rules

5

days

Employee files appeal after service of written statement (Rule 18.3)

5

days

Commission convenes a hearing after a Rule 19.1 complaint is filed

10

days

Commission must issue findings after matter is submitted (Rule 18.4)

2

copies

Appeal filed: 1 with appointing authority, 1 with Exec. Secretary

## Rule Reference

Rule	Topic	Key Requirement
18.1	Grounds for Discipline	Misconduct, incompetency, inefficiency, failure to perform or cooperate
18.2	Written Statement	Itemized, specific; delivered at time of discipline
18.3	Filing of Appeal	5 days from service; copy to dept., original to Exec. Secretary
18.4	Hearing & Decision	Informal hearings allowed; decision within 10 days; findings are final
19.1	General Appeals	Any employment matter; may be filed at any time; hearing within 5 days



# Your Commitment to Fairness Is the Foundation of Due Process

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*Every employee who appears before you deserves a fair hearing. Every department that imposes discipline deserves a fair review. Your role — governed by Rule 18, Rule 19, and the constitutional guarantee of due process — is to be that fair and neutral decision-maker.*

**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
JANUARY 12, 2026**

**COUNCIL CHAMBERS  
555 Santa Clara Street, Vallejo, CA 94590**

**1 CALL TO ORDER**

The meeting was called to order at 5:15 p.m.

**2 PLEDGE OF ALLEGIANCE**

**3 ROLL CALL**

**Present:** Chair Plechaty, Vice Chair Tennyson (arrived at 5:22 p.m.), Commissioners Janik, Sostarich, and Wright

**Absent:** None

**Staff Present:** Executive Secretary Adams, Chief Assistant City Attorney Risner, and Deputy City Clerk Joya

**4 WRITTEN COMMUNICATIONS – None**

**5 REPORT OF THE COMMITTEE/BOARD SECRETARY – None**

**6 REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD – None**

**7 REPORT OF THE CITY COUNCIL LIAISON – None**

**8 COMMUNITY FORUM**

**Speakers:** None

**9 CONSENT CALENDAR AND APPROVAL OF AGENDA**

***Action:*** moved by Commissioner Sostarich, and seconded by Commissioner Wright, and carried unanimously by all Commissioners present to approve Consent Calendr

**A APPROVAL OF THE MINUTES - Regular meeting minutes of the September 8, 2025, meeting.**

***Recommendation:*** By motion, approve the regular meeting minutes of the September 8, 2025, meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

**B APPROVAL OF THE AGENDA**

***Recommendation:*** By motion, approve the agenda for the January 12, 2026, regular meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

**10 ACTION CALENDAR**

**A APPROVE TITLE AND SPECIFICATION OF NEW CLASSIFIED POSITION OF FIRE PLANS EXAMINER**

Recommendation: Approve the title and specification for the new classification of Fire Plans Examiner and place in the Classified service of the City's Classification Plan.

Contact: April Adams, Executive Secretary (707) 648-4378  
[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

Executive Secretary Adams provided background information and outlined the staff report.

Staff responded to questions from Commissioners. Commissioners provided comment.

***Action:*** moved by Vice Chair Tennyson, and seconded by Commissioner Wright, and carried unanimously to approve the title and specification for the new classification of Fire Plans Examiner and place in the classified service of the City's Classification Plan.

**11 ADJOURNMENT**

The meeting adjourned at 5:37 p.m.

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BRENDA PLECHATY, CHAIR

ATTEST:

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APRIL ADAMS, EXECUTIVE SECRETARY

**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
FEBRUARY 9, 2026**

**COUNCIL CHAMBERS  
555 Santa Clara Street, Vallejo, CA 94590**

**1 CALL TO ORDER**

The meeting was called to order at 5:15 p.m.

**2 PLEDGE OF ALLEGIANCE**

**3 ROLL CALL**

**Present:** Chair Plechaty, Vice Chair Tennyson (arrived at 5:22 p.m.), Commissioners Janik, Sostarich, and Wright

**Absent:** None

**Staff Present:** Executive Secretary Adams and Chief Assistant City Attorney Risner

**4 WRITTEN COMMUNICATIONS – None**

**5 REPORT OF THE COMMITTEE/BOARD SECRETARY – None**

**6 REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD – None**

**7 REPORT OF THE CITY COUNCIL LIAISON – None**

**8 COMMUNITY FORUM**

**Speakers:** None

**9 CONSENT CALENDAR AND APPROVAL OF AGENDA**

**Action:** *moved by Commissioner Janik, and seconded by Commissioner Wright, and carried unanimously by all Commissioners present to approve the minutes from September 8, 2025, and the agenda for January 12, 2026.*

**A APPROVAL OF THE MINUTES - Regular meeting minutes of the January 12, 2026, meeting.**

Recommendation: By motion, approve the regular meeting minutes of the January 12, 2026, meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

**10 ACTION CALENDAR**

**A FISCAL YEAR 2026-27 BUDGET AND WORKPLAN DISCUSSION**

Recommendation: Discuss FY 2026-27 budget and workplan.

Contact: April Adams, Executive Secretary (707) 648-4378

[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

Executive Secretary Adams offered opening remarks and opened the discussion for the Commissioners to discuss regarding the FY 2026–27 Budget and Workplan.

Staff responded to questions from Commissioners. Commissioners provided comment.

**Speaker:** Tony Stewart

**B      DISCUSS AND REVIEW REPORT AND QUESTIONNAIRE RELATING TO THE MUNICIPAL RESOURCE GROUP (MRG) VALLEJO BOARDS, COMMISSIONS, AND COMMITTEES ASSESSMENT REPORT**

Recommendation: Hold discussion and provide feedback to staff.

Contact: April Adams, Executive Secretary (707) 648-4378

[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

Executive Secretary Adams offered opening remarks and opened the discussion for the Commissioners to discuss and review report questionnaire relating to the Municipal Resource Group (MRG) Vallejo Boards, Commissions, and Committees Assessment Report

Staff responded to questions from Commissioners. Commissioners provided comment.

**11      ADJOURNMENT**

The meeting adjourned at 5:59 p.m.

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BRENDA PLECHATY, CHAIR

ATTEST:

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APRIL ADAMS, EXECUTIVE SECRETARY

**ADDITIONAL CITY INFORMATION**

Members of the public can:

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- Sign up for emergency alerts at: [alertsolan.com](http://alertsolan.com)

I, April Adams, Civil Service Commission Executive Secretary do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Brenda Plechaty (Chair)  
Sheila Tennyson (Vice-Chair)  
Leslie Janik  
David Sostarich  
Patricia Wright,

at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 11:00 a.m., February 6, 2026.

Dated: February 6, 2026

*April Adams*

Executive Secretary