Civil Service Commission

1055 MONTEREY STREET, SUITE D250 • SAN LUIS OBISPO, CALIFORNIA 93408 • 805.781.5959

San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, January 26, 2011 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA

AGENDA

MEMBERS OF THE COMMISSION
Arthur Chapman, President
Jeannie Nix, Vice President
Robert Bergman
Jay Salter
Bill Tappan

1. **Call to Order / Flag Salute / Roll Call**

2. **Election of Officers**

3. **Public Comment Period**
   Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

4. **Minutes**
   The following minutes are submitted for approval:
   a. December 15, 2010 – Regular

5. **Reports**
   a. Commission President
   b. Commission Subcommittees
   c. Commission Counsel
   d. Commission Secretary

6. **Closed Session (per Government Code Section 54957.6):** Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update.

7. **Adjournment**

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Regular Session Meeting
December 15, 2010 @ 9:00 A.M.
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MINUTES

MEMBERS OF THE COMMISSION
Arthur Chapman, President
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Bill Tappan

Present: President Arthur Chapman, Vice President Jeannie Nix, Commissioner Robert Bergman, Commissioner Jay Salter, Commissioner Bill Tappan

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Robin Mason, Department Automation Specialist Duane Inglish

Counsel: Commission Counsel Shannon Matuszewicz

1. Call to Order

President Arthur Chapman called the meeting to order at 9:00 A.M. and led the flag salute.

2. Public Comment Period

President Chapman opened the public comment period by stating that members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Kimm Daniels requested to speak and thanked the commissioners for their service and dedication and wished the commissioners happy holidays. President Chapman asked if anyone else wanted to address the commission; being none, President Chapman closed the public comment period.

3. Minutes

a. November 17, 2010 - Regular Meeting

A motion was made by Commissioner Tappan and seconded by Commissioner Salter to approve the November 17, 2010 minutes as presented; motion carried 5-0-0.

4. Reports

a. Commission President

No report.

b. Commission Subcommittees

No active subcommittees at this time.

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c. Commission Counsel
No report.

d. Commission Secretary
Ms. Douglas-Schatz reported two upcoming hearings in January and February: the first, an appeal of a suspension in the Department of Social Services; the second a termination appeal by a former Sheriff's Department employee. Ms. Douglas-Schatz also reported that with regard to the former, parties have stated that 15 witnesses will be needed, so an additional two dates will be required. The Commission designated January 26, 27 and possibly February 2, 2011 for the first hearing. The Commission designated February 23, 24, and possibly March 2, 2011 for the second hearing. Ms. Douglas-Schatz reported that there are 10 to 12 witnesses expected for this hearing, but added that due to the nature of the hearing, more witnesses could potentially be called. President Chapman emphasized that all attorneys are expected to attend on these dates unless "extenuating circumstances" occur; Ms. Douglas-Schatz agreed.

Ms. Douglas-Schatz stated that the Commission had expressed interest in receiving electronic invitations for Commission meetings. Ms. Douglas-Schatz introduced HR Departmental Automation Specialist, Duane Inglish to address their request. Mr. Inglish explained calendar options and provided suggestions regarding applications, i.e., opening the .ics extension in emailed file attachment. He invited the Commissioners to contact him if they require additional detail or assistance.

Lastly, Ms. Douglas-Schatz introduced two new HR employees: Monica Sylvester, Administrative Assistant III and Emily Dabner-Rutter, Personnel Analyst I.

6. **Closed Session (per Govenment Code Section 54957.6):** Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update.

The Commission adjourned into closed session to discuss the rule update with their negotiator. Upon reconvening into open session, President Chapman reported that no action was taken and asked that the item be placed on the next month's regular meeting agenda.

7. **Adjournment**
The meeting was adjourned at 11:33 A.M.

** Note: These minutes reflect the actions of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*