

# Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ (805)

## MEMBERS OF THE COMMISSION

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



**The San Luis Obispo County Civil Service Commission  
Regular Session Meeting Action Minutes  
Wednesday, August 8, 2007, 1:00 p.m.  
County Government Center, 1055 Monterey Street, Suite D271, San Luis Obispo, CA**

## MINUTES

Present: President Robert Bergman, Commissioner William Tappan, Commissioner Jay Salter, Commissioner Arthur Chapman

Absent: Vice President Jeannie Nix

Staff present: Deb Hossli, Deana Smith

Counsel: Shannon Matuszewicz, Warren Jensen

### 1. Call To Order

President Bergman called the meeting to order at 9:02 a.m.

### 2. Public Comment Period

President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda.

Mr. Krause, of SLOCEA, addressed the Commission on the letter he had sent the Commission regarding the Compton Findings and Decision and criteria for career series promotions.

### 3. Minutes

- a. **May 23, 2007 (Regular Meeting)**
- b. **May 24, 2007 (Special Meeting)**
- c. **June 20, 2007 (Special Meeting)**

A motion to approve the meeting minutes noted above was made by Commissioner Chapman and seconded by Commissioner Salter. President Bergman asked for a roll call vote. Commissioners Tappan, Salter, Chapman and President Bergman approved the minutes as presented. Commissioner Nix was absent. Motion passed 4-0-1.

### 4. Reports

#### a. Commission President

#### 1. Request from SLOCEA for copies of Commission Findings and Decisions

Ms. Daniels advised the Commission that SLOCEA would like to establish a library of the Commission's Findings and Decisions from 1997 to present. The Commission agreed to her request and directed HR to provide SLOCEA with decisions on all hearings during this period

# Civil Service Commission

that were heard in open session and in closed session when SLOCEA represented the employee. Further, County Counsel agreed to provide SLOCEA with "abstracts" for those closed session hearings where SLOCEA did not represent the employee. The abstracts would allow SLOCEA staff to identify the key issues in a hearing without revealing the employee's identity. Ms. Daniels indicated that the closed session decisions would be used by SLOCEA staff only.

## **b. Subcommittees**

### **1. Meeting with Board Subcommittee Update**

Mr. Salter reported that he and Mr. Chapman had met with Supervisors Ovitt and Lenthall, Ms. Hossli and Ms. Wilcox to continue the discussion of relationship issues between the Commission, HR, the CAO and the Board. Mr. Salter explained that all parties are working diligently on improving these relationships.

### **2. Rule 13 Update**

Mr. Salter reported that he and Mr. Chapman met with Ms. Hossli and Ms. Duke to review the Rule 13 proposal Ms. Hossli had prepared. Mr. Salter and Mr. Chapman indicated they were comfortable with the concept prepared by Ms. Hossli. Ms. Hossli indicated that she would craft proposed rule language around the concept for the Commission to consider and then pursue the meet and confer process with employee groups.

## **c. Commission Counsel**

No Report.

## **d. Commission Secretary**

### **1. Future Meetings**

Ms. Hossli requested two additional hearing dates for September. The Commission agreed to add September 11 & 12, 2007 to their hearing calendar.

### **2. Commission Request for Negotiator Update**

Ms. Hossli advised the Commission that she had set aside time on the business portion of the September 18, 2007 Board of Supervisors' meeting calendar to take up the Commission's request for a professional negotiator. The September 18<sup>th</sup> date was the earliest available. Ms. Hossli stated that it was her intent to provide the Commission with a copy of her staff report to the Board of Supervisors' on this topic in advance of today's Commission meeting. She stated conflicting priorities did not make this possible but she would provide the report as soon as possible so the Commission would have ample time to prepare any additional written materials or remarks for the Board in support of their request for a negotiator.

### **3. Quarterly Report**

Ms. Hossli distributed a combined HR Department 3<sup>rd</sup> and 4<sup>th</sup> Quarterly Report. She provided the Commission with a brief overview of the key performance measures. She indicated that, overall recruitment times had declined, but there is still much work to do. Ms. Hossli reminded the Commission of her plans to revise the content of future Quarterly Reports.

# Civil Service Commission

## 4. Commission Staffing

Ms. Hossli requested that the Commission consider a proposal to transfer Commission Secretary duties to County Counsel. Under her proposal, the Deputy County Counsel assigned to the Commission would oversee preparation of the Commission's agenda and minutes and manage the grievance/appeal hearing schedule. After considerable discussion, the Commission indicated they were not supportive of the proposal and asked Ms. Hossli to withdraw the proposal. Ms. Hossli agreed to withdraw the proposal.

## 5. Specification Changes

**a. The following specifications were approved with revisions at the Commission's June 27, 2007 meeting and presented for informational purposes to the Commission at their August 8, 2007 meeting with the approved revisions:**

- 1) Senior Correctional Technician / Sheriff's Office (new specification);
- 2) Correctional Technician / Sheriff's Office (revised specification).

**b. The following specifications were submitted for approval:**

1. Assistant Director Child Support Services / Child Support Services (new specification)

The Commissioners considered the above noted specification. Ms. Wong from HR, along with Mr. Lowe, Child Support Services Director, explained the rationale behind the need for the new specification. The Commission did not have any questions regarding the specification. A motion to approve the job specification as presented was made by Commissioner Tappan, and seconded by Commissioner Salter. The motion was approved 4-0-1 (Vice President Nix was absent).

2. Family Support Officer Career Series / Child Support Services (updated specification)

The Commissioners considered the above noted specification. Mr. Silvas from HR, along with Mr. Lowe, Child Support Services Director, explained the rationale behind the need for the revised specifications. The Commission queried both staff members and made several minor amendments to the specifications. A motion to approve the specifications as amended was subsequently made by Commissioner Chapman and seconded by Commissioner Salter. The motion was approved 4-0-1. Vice President Nix was absent. The specifications will be presented to the Commission with the approved amendments at the next regular meeting.

3. Health Education Specialist / Health Department / Farm Advisor (updated specification)

The Commissioners considered the above noted specification. Mr. Silvas from HR, along with Dr. Thomas, Health Agency and Ms. Peterson, Farm Advisor explained the rationale behind the need for the revised specification. The Commission queried both staff members and made several minor amendments to the specification. A motion to approve the job specification as amended was subsequently made by Commissioner Tappan and seconded by Commissioner Chapman. The motion was approved 4-0-1. Vice President Nix was absent. The specification will be presented to the Commission with the approved amendments at the next regular meeting.

# Civil Service Commission

---

## 6. Findings & Decisions

**Closed session per Government Code 54957 to discuss draft Findings & Decisions for Appeals A06-74 (Kathleen O'Neill), dated June 30, 2006; A06-75 (Wayne Hansen), dated June 23, 2006 and A06-77 (Jason Wells), dated July 18, 2006.**

Upon reconvening into Open Session, the Commission directed Commission Counsel to draft the Findings and Decision document for consideration at a future meeting.

## 7. Adjournment

Being no further business the meeting was adjourned at 3:30 p.m.

Note: These minutes reflect official action of the Civil Service Commission in open session. A taped record exists in the HR Department and will remain as the official, complete record of all proceedings by the Civil Service Commission

P:\CSC\MINUTES\2007\August 8, 2007 Regular Meeting.doc