

# Civil Service Commission

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



**The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, April 23, 2008 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**

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

## MINUTES

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

Staff: Commission Secretary Deb Hossli and Clerk Carol Hill

Counsel: Shannon Matuszewicz and Warren Jensen

### 1. Call to Order

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

### 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. Being none, he closed the Public Comment Period.

### 3. Minutes

#### a. March 26, 2008 – Regular Meeting

A motion to approve the regular meeting minutes from March 26, 2008 was made by Commissioner Chapman and seconded by Commissioner Salter. The motion passed 4-0-1.

#### Vote:

Vice President Nix	Abstain
Commissioner Salter	Yes
Commissioner Chapman	Yes
President Bergman	Yes
Commissioner Tappan	Yes

### 4. Reports

#### a. Commission President

No report.

#### b. Commission Subcommittees

No report.

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**c. Commission Counsel**

**(1) Status report regarding the ongoing appeal hearing from Department of Social Services**

Mr. Jensen reported that the ongoing appeal from the Social Services Department is still on hold pending Superior Court proceedings which are scheduled for April 29, 2008. He will keep the Commission apprised of any updates in regard to the outcome of the proceedings.

**d. Commission Secretary**

**(1) Status report regarding the scheduling of an appeal hearing from Sheriff's Department**

Ms. Hossli reported that the appeal from the Sheriff's Department, that has been outstanding since October of 2007, will be brought before the Commission at their next regularly scheduled meeting on May 28, 2008.

**(2) Status report regarding the Probation Department discrimination investigation**

Ms. Hossli reported the investigation has taken longer than anticipated because there were eight complainants involved. The investigation should conclude this week. The final report will then be made available to all appropriate parties.

**(3) Update on Human Resources 2008-09 budget recommendations**

Ms. Hossli reported that overall Human Resources fared well in the budget process. We lost one position, but since that position will be vacated in July due to retirement, we will not have to lay off any department staff.

Ms. Hossli explained that a request for an additional \$25,000 to help cover the cost of the CSC rules negotiator was not funded as part of the budget process. The County Administrative Office did indicate that they would be willing to revisit the issue during 2008-09 if the Commission's funds run short.

**(4) Distribution of the Human Resources Strategic Plan**

Ms. Hossli distributed copies of the Human Resources Department Strategic Plan. The plan was created to clearly identify the department's organizational structure, reporting systems, annual calendar, performance measures, goals, key initiatives and committees.

**(5) County's fiscal position**

Dan Buckshi from the County Administrative Office asked if he could provide a brief overview of the County's fiscal position. The Commission agreed. Mr. Buckshi proceeded to explain the current deficit, what the County was doing to address the deficit, and the impact the deficit will have on the 2008-09 budget. He responded to the Commission's questions and then concluded his presentation.

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## 5. Job Specifications – Revised

Ms. Hossli reviewed the current policy for presenting revised job specifications to the Commission. For all future specifications, staff will present only a knockout version and a clean version of the specification, and if appropriate, an organizational chart.

### a. Medical Records Technician/Senior Medical Records Technician

Ms. Duke, Deputy Human Resources Director, presented the revised specification. She explained the changes were minimal and necessary to address recruitment issues. Human Resources staff and Jeff Hamm, Health Agency Director responded to the Commission's inquiries.

The Commission made a few additional changes beyond those recommended by staff. A motion to approve the revised Medical Records Technician/Senior Medical Records Technician specification as amended was made by Commissioner Nix and seconded by Commissioner Tappan. The motion passed 5-0-0.

#### Vote:

Vice President Nix	Yes
Commissioner Salter	Yes
Commissioner Chapman	Yes
President Bergman	Yes
Commissioner Tappan	Yes

The specification will be brought back to the Commission at the next meeting with the changes for informational purposes only. In the meantime, staff will move forward with the recruitment using the revised specification language.

## 6. Adjournment

There being no further business, the meeting was adjourned at 9:30 A.M.

*\* Note: These minutes reflect official action 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.*