

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, June 25, 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: Deb Hossli, Carol Hill

Counsel: Larry Frierson

1. Call to Order

President Bergman called the meeting to order at 9:01 A.M. and led the flag salute.

2. Human Resources Department Staff Introductions

Ms. Hossli introduced new and recently promoted Human Resources Department staff to the Commission.

3. 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.

4. Minutes

- a. May 28, 2008 – Regular Meeting
- b. June 2, 2008 – Special Meeting

A motion to approve the regular meeting minutes from May 28, 2008 and the special meeting minutes from June 2, 2008 was made by Commissioner Salter 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

5. Reports

- a. **Commission President**
No report.

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b. Commission Subcommittees

Commissioner Salter reported on the June 2, 2008 Rule Update meeting. He stated that all bargaining units and management participated in a productive discussion regarding revisions to Rule 4. The next meeting is scheduled for June 26, 2008 at 10:00 A.M.

c. Commission Counsel

Mr. Jensen reported that Ms. Matuszewicz gave birth to twin boys and is doing well. She is expected to return on January 1, 2009.

d. Commission Secretary

(1) Commander Appeal (part 2) Update

Ms. Hossli reported that part 2 of the Commander Appeal is scheduled for August 27, 2008 and that all parties have confirmed their availability.

(2) Social Services Appeal/Grievance Update

Ms. Hossli reported that the court approved the Appellant's petition. Mr. Jensen recommended that the Commission move forward with the appeal hearing. The hearing was scheduled for July 23, 2008 at 9:00 a.m. Ms. Hossli will notify all involved parties.

(3) County Wellness Programs

Ms. Hossli stated that Cecilia Fontes, our Benefits Coordinator has implemented a new wellness program for all employees. The program includes baseline health screening and follow-up counseling for health issues such as stress management and proper nutrition. Additionally, our Blue Cross Employee Assistance Program has increased the number of counseling sessions offered to employees from three to five.

6. Job Specifications

a. Administrative Analyst I, II, III - Information only

President Bergman stated that this specification was previously approved at the May 28, 2008 meeting and is brought before the Commission today for informational purposes only. The Commission had no additional comments.

b. Correctional Nurse career series/Correctional Nurse Supervisor – Revised

Ms. Hossli, Human Resources Director, presented the revised specification in Health Agency Director Jeff Hamm's absence. She explained that given the state's current nursing shortage, it is challenging for the Health Agency to recruit and retain qualified nursing staff, especially for our correctional facilities. The proposed specification revisions should help to remedy this situation. Kimm Daniels, General Manager, San Luis Obispo County Employee's Association, expressed her agency's support for the recommended revisions. Ms. Hossli then responded to the Commission's inquiries.

The Commission made minor additional changes to the specification beyond those recommended by staff. A motion to approve the revised Correctional Nurse career series and Correctional Nurse Supervisor specification as amended was made by Commissioner Chapman and seconded by Commissioner Salter. The motion passed 5-0-0.

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Roll call vote:

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

7. Findings and Decision – (Closed session per Gov. Code 54957) Deliberation regarding Findings and Decision for the Jay Donovan appeal (A07-99) dated July 17, 2007

The Commission adjourned into closed session to deliberate regarding the Findings and Decision for Mr. Donovan's appeal.

Upon reconvening, Mr. Bergman called for a motion to approve the findings and decisions for the Jay Donovan appeal (A07-99). A motion to approve the findings and decision was made by Commissioner Tappan and seconded by Commissioner Salter. The motion passed 5-0-0.

Roll call vote:

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

8. Adjournment

The meeting was adjourned at 11:30 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.

P:\CSC\MINUTES\2008\JUNE 25, 2008 REGULAR MEETING