

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, October 22, 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 Jay Salter, Commissioner Art Chapman, Commissioner Bill Tappan

Staff: Commission Secretary Dori Duke, Commission Clerk Carol Hill

Counsel: Chief Deputy County Counsel Rita Neal

1. Call to Order

President Bergman called the meeting to order at 9:02 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, the public comment period was closed.

3. Minutes

a. September 24, 2008 – Regular Meeting

A motion to approve the regular meeting minutes from September 24, 2008 was made by Commissioner Chapman and seconded by Commissioner Salter. The motion passed 4-0-1.

Vote:

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

4. Future Agenda Items

Ms. Duke informed the Commission that the special session hearing tentatively scheduled for October 30, 2008 has been confirmed by all parties and will be moving forward as planned.

5. Reports

a. Commission President

No report.

b. Commission Subcommittees

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Rule Update Committee

Commissioner Chapman reported on the supervisory training program preview he and Commissioner Salter recently attended and distributed the handout from the training titled 'The Supervisor's Role'. The Commission engaged in discussion regarding probationary performance evaluations and potential conflicts with Rule 13. Commissioner Chapman stated that the item is addressed in the training but not as explicitly as they would like. There was additional discussion regarding mandatory versus optional documentation of probationary employee evaluations. Ms. Duke informed the Commission that the preview was also presented to department heads at a special session and feedback from both of the presentations will be considered for incorporation, as appropriate, into the training program and that probationary employee evaluations are an area currently under discussion and revision. The Commission requested they be kept apprised of any changes made to the supervisory training program.

c. Commission Counsel

Ms. Neal reported that Ms. Matuszewicz will be returning to work on November 3, 2008 and will be resuming her role as Commission Counsel.

d. Commission Secretary

Ms. Duke presented the Civil Service Commission regular monthly meeting schedule for 2009. The Commission reviewed and unanimously approved the schedule as presented. Ms. Duke stated that the clerk will make a corresponding 2009 calendar for distribution to Commissioners at the next regular CSC meeting.

6. Job Class Specifications

The revised Librarian I-II-III job class specification, previously approved at the September 24, 2008 meeting, was presented for informational purposes. The Commission had no additional comments.

7. Selection of a Commission member to participate in the interview process for the Human Resources Director position

The Commission discussed representation on the oral board panel for the Human Resources Director position. Commissioner Tappan recommended Commissioner Nix and Commissioner Salter recommended Commissioner Chapman. After some discussion the Commission unanimously approved Commissioner Nix and she agreed to participate on the oral board panel scheduled for November 13 and 14, 2008.

8. Update on status of Appeal #08-115 dated August 1, 2008

Ms. Duke reported that this matter has been resolved and will be officially removed from the CSC calendar.

9. Hearing - Closed Session (per Government Code 54957) Grievance #08-116 dated September 8, 2008

The Commission adjourned into closed session at 9:12 A.M. to hear the above noted grievance. Upon reconvening into open session, President Bergman directed Ms. Neal to verbally report their decision at this time and to issue written findings and decision to be brought back to the Commission at a later date. Ms. Neal reported that the Commission unanimously agreed to withdraw Grievance #08-116 based on Civil Service Commission rule 4.07(d).

10. Adjournment

The meeting was adjourned at 11:18 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.