

# Civil Service Commission

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**The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, November 19, 2008 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**

## MINUTES

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

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

**Staff:** Commission Secretary Dori Duke, Commission Clerk Carol Hill

**Counsel:** Deputy County Counsel Shannon Matuszewicz - *Regular Business*  
Chief Deputy County Counsel Tim McNulty - *Appeal Hearing*

### 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. October 22, 2008 – Regular Meeting

A motion to approve the October 22, 2008 regular meeting minutes, as presented, was made by Commissioner Tappan and seconded by Commissioner Salter. The motion carried 5-0-0.

#### Vote:

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

### 4. Reports

#### a. Commission President

No report.

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**b. Commission Subcommittees**

Rule Update Committee

Commissioner Salter reported that the committee has completed their work on Rule 4 and he hopes to bring the final draft to the Commission on December 17, 2008 for discussion in closed session. Commissioner Chapman reported that the committee will now begin work on Rule 13 which addresses employee evaluations.

Oral Board Interview Panel

Commissioner Nix reported that the oral board she participated in for the Human Resources Director was very successful and that the Board of Supervisors will be conducting interviews with the top three candidates on Friday, November 21, 2008.

**c. Commission Counsel**

Shannon Matuszewicz reported that she is officially back from her leave and will be attending the Rule Update Committee meeting tomorrow.

**d. Commission Secretary**

No report.

**5. Future Agenda Items**

Ms. Duke reported that she has no future agenda items to discuss at this time.

**6. Job Class Specifications**

**Approval of new specs - Animal Control Supervising Officer, Animal Shelter Supervisor & Animal Shelter Registered Veterinary Technician**

Mark McKibben, Personnel Analyst, summarized the reorganization of the Animal Services Division and presented three new job class specifications for approval. Gail Gresham, Dale Magee, and Jerry Moore offered commentary on the proposed job specifications. Kimm Daniels also provided comments regarding the proposed job specifications. Dr. Eric Anderson, Animal Services Manager, and Mark McKibben addressed issues expressed by the speakers and answered questions from the Commission. Subsequent to discussion, the following motions were made.

Commissioner Nix made a motion to approve the Animal Control Supervising Officer specification, as amended, Commissioner Chapman seconded the motion. Following a brief discussion among the Commissioners, President Bergman called for a roll call vote. The motion carried 4-1-0.

Roll Call Vote:

Vice President Nix	Yes
Commissioner Salter	No
Commissioner Chapman	Yes
Commissioner Tappan	Yes
President Bergman	Yes

Commissioner Tappan made a motion to approve the Animal Shelter Supervisor specification, as amended, Commissioner Chapman seconded the motion. The motion carried 5-0-0.

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Vote:

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

Commissioner Chapman made a motion to approve the Animal Shelter Registered Veterinary Technician specification, as presented, Commissioner Nix seconded the motion. The motion carried 5-0-0.

Vote:

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

**7. Findings and Decision – Closed Session (per Gov. Code 54957): Consideration of draft Findings and Decision regarding Grievance #08-116, dated September 8, 2008**

Ms. Matuszewicz reported that the Findings and Decision regarding Grievance #08-116 are not complete and are consequently deferred to a future CSC meeting.

**8. Continued Hearing – Open Session Appeal #A08-117, dated September 19, 2008 - Appellant Carrie Bisterfeldt**

President Bergman called the appeal hearing to order at 10:55 A.M. and directed the respondent, Tom Bordonaro, to call his first witness. Mr. Bordonaro called Donna VanMatre, Assessment Analyst II and stated that Barbara Edginton, Assessment Manager, would be questioning the witness. At the conclusion of Ms. Edginton's questioning, the appellant's representative Christine Brown of SLOCEA questioned Ms. VanMatre. After responding to additional questions from both parties, she responded to questions from the Commission. Ms. VanMatre was then excused as a witness.

Mr. Bordonaro called himself as the next witness for the respondent. Following a brief discussion regarding an objection made by Ms. Brown to his testifying, Mr. Bordonaro provided his testimony. At the conclusion of his direct testimony, Ms. Brown questioned him. He then responded to questions from the Commission. At the conclusion of Commission questions, Mr. Bordonaro was excused as a witness.

Having no more witnesses, Mr. Bordonaro concluded his case. Ms. Brown then requested a dismissal stating that the respondent did not meet his burden of proof. The Commission adjourned into closed session to discuss Ms. Brown's request. President Bergman called the hearing back into open session and stated that the request for dismissal was denied, and directed Ms. Brown to call her first witness.

Ms. Brown called Carrie Bisterfeldt, Administrative Assistant II, and began her questioning. At the conclusion of Ms. Brown's questioning, Ms. Edginton questioned Ms. Bisterfeldt. After responding to additional questions from both parties, she responded to questions from the Commission. Ms.

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Bisterfeldt was then excused as a witness. Ms. Brown stated that she had no additional witnesses and would conclude her case following Commission questions of Ms. Bisterfeldt. At the conclusion of Commission questions, Ms. Bisterfeldt was excused as a witness.

Mr. Bordonaro and Ms. Brown presented their closing arguments respectively. President Bergman concluded the hearing and excused all parties. The Commission then adjourned into closed session to discuss their findings and decision.

Upon reconvening into open session, with only Commission Counsel, Commission Secretary and Commission Clerk present, President Bergman announced that the Commission voted to uphold the termination of Ms. Bisterfeldt and directed Commission Counsel to draft findings and decision to be presented at the December 17, 2008 CSC meeting.

## **9. Adjournment**

There being no further business, the meeting was adjourned at 5:18 P.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.*