

# 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, December 17, 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 Dori Duke, Commission Clerk Carol Hill

Counsel: Deputy County Counsel Shannon Matuszewicz

### 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.

Kimm Daniels, SLOCEA, expressed her appreciation of Commissioner Nix for her service on the Commission and acknowledged that it has been a pleasure working with someone who possesses such wisdom and integrity.

### 4. Minutes

#### a. October 30, 2008 – Special Meeting

#### b. November 19, 2008 – Regular Meeting

A motion to approve the October 30, 2008 special meeting minutes and the November 19, 2008 regular meeting minutes, as presented, was made by Commissioner Chapman and seconded by Commissioner Tappan. The motion carried 5-0-0.

#### Vote:

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

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## 4. Reports

### a. Commission President

#### Presentation of Resolution to Commissioner Jeannie Nix

President Bergman presented a Resolution of Appreciation to Commissioner Nix for her years of dedication and service to the Civil Service Commission. Commissioner Tappan then presented a gift to Commissioner Nix on behalf of the Commission.

Commissioner Nix articulated her gratitude and appreciation to Human Resources staff, Commission Counsel, union representatives and especially her fellow Commissioners for consistently keeping employees best interests a priority and always working together cooperatively regardless of the circumstances.

Ms. Duke and Ms. Matuszewicz expressed their appreciation to Commissioner Nix for her years of service and complimented her on her thoughtfulness, integrity, kindness, and professionalism.

### b. Commission Subcommittees

#### Rule Update Committee

Commissioner Salter reported that at the last Rule Update meeting the Committee began discussions regarding Rule 13. Discussion and revisions of Rule 13 will continue at the next meeting which is scheduled for December 18, 2008. Commissioner Chapman reported that they hope to have the proposed Rule 4 completed in time for the Commission's January meeting. President Bergman directed staff to send Gene Bell, the Commission's labor negotiator, a copy of the proposed Rule 4 draft and pre-arrange a conference call with him to take place during closed session at the January 28, 2009 meeting.

### c. Commission Counsel

No report.

### d. Commission Secretary

#### HR Director Position Update

Ms. Duke reported that a conditional job offer has been made to one of the top Human Resources Director candidates and her expected start date is January 12, 2009.

#### 2007-2008 Annual Report

Duane English, Human Resources Departmental Automation Specialist, presented the 2007-2008 Annual Report. Mr. English and Ms. Duke responded to comments and questions from the Commission. President Bergman called for a motion to approve the report. A motion to approve the 2007-2008 Annual Report, as amended, was made by Commissioner Nix and seconded by Commissioner Chapman. Motion carried 5-0-0.

#### Roll Call Vote:

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

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## 5. Future Agenda Items

Ms. Duke reported that there is a possibility of an appeal hearing coming before the Commission at their January 28, 2009 meeting.

## 6. Job Class Specifications

### a. Appraiser Trainee-I-II-III & Supervising Appraiser – Revised

This item was deferred to a later meeting date.

### b. Animal Control Supervising Officer and Animal Shelter Supervisor – Information

President Bergman noted that these specifications required no action as they were previously approved, as amended, at the Commissioner's November 19, 2008 meeting and are presented today for informational purposes only.

## 7. Closed Session (per Gov. Code, section 54957.6) - Conference with Commission Labor Negotiator) - 2008 Civil Service Commission Rule Change, Rule 4

This item was deferred to the January 28, 2008 regular meeting.

## 8. Closed Session (per Gov. Code 54957) Findings & Decision

### a. Consideration of draft Findings and Decision regarding Grievance #08-116, dated September 8, 2008

The Commission adjourned into closed session to deliberate regarding the findings and decision for Grievance #08-116.

Upon reconvening, Mr. Bergman called for a motion to approve the findings and decision. A motion to approve the findings and decision, as presented, for Grievance #08-116 was made by Commissioner Tappan and seconded by Commissioner Chapman. The motion passed 5-0-0.

#### Roll Call Vote:

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

### b. Consideration of draft Findings and Decision regarding Grievance #08-117, dated September 19, 2008 – Appellant Carrie Bisterfeldt

The Commission adjourned into closed session to deliberate regarding the findings and decision for Appeal #08-117.

Upon reconvening, Mr. Bergman called for a motion to approve the findings and decision. A motion to approve the findings and decision, as presented, for Appeal #08-117 – Appellant Carrie Bisterfeldt was made by Commissioner Nix and seconded by Commissioner Chapman. The motion passed 4-1-0 with Commissioner Salter dissenting. Commissioner Salter stated that he will be submitting his written dissenting opinion to the Commission.

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Roll Call Vote:

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

**9. Adjournment**

There being no further business, the meeting was adjourned at 11:13 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.*