

Civil Service Commission

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**The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, July 28, 2010 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MINUTES

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

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

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Carol Hill

Counsel: Deputy County Counsel Shannon Matuszewicz

1. Call to Order

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

2. Public Comment Period

President Chapman opened the public comment period by stating that members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Being none, President Chapman closed the public comment period.

3. Minutes

June 23, 2010 - Regular Meeting

A motion was made by Commissioner Tappan and seconded by Commissioner Salter to approve the June 23, 2010 minutes as presented; motion carried 4-0-1 [Commissioner Bergman abstained because he was absent from June 23, 2010 meeting].

4. Reports

Commission President

President Chapman expressed concern over department heads representing themselves at Commission hearings due to the complexity of testimony when they are testifying as a witness on their own behalf. President Chapman reported that he and Warren Jensen, County Counsel discussed the issue and agreed that a recommendation should be made to department heads to use an advocate to question them when they do not have counsel representation. The Commission agreed to discuss the matter further and requested it be agendaized for the next regular meeting for possible action.

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Commission Subcommittees

No active subcommittees at this time.

Commission Counsel

No report.

Commission Secretary

Commission Calendar

Tami Douglas-Schatz and Mark McKibben, Personnel Analyst provided updates on the Commission calendar.

- Probation Department medical disqualification appeal hearing – Requested dates from the Commission. Hearing tentatively scheduled for October 27, 2010 from 9:00-5:00 and October 28, 2010 from 1:00 – 5:00.
- Assessor's Office LOR appeal hearing – Moving forward as planned on Thursday, August 19, 2010.
- Sheriff's Department Appeal hearing – Still no response from appellant's counsel regarding pre-hearing and hearing dates. President Chapman directed secretary to send a letter to parties again confirming the hearing dates of August 26 and August 30. If the appellant / appellant's representative is not prepared to move forward as scheduled the Commission will consider their options, including dismissal of appeal if no good cause is shown.

Civil Service Commission 2009-2010 Annual Report

Tami Douglas-Schatz informed the Commission that she will be presenting their 2009-2010 Annual Report at the August regular meeting.

Cooperative Personnel Services (CPS) Audit

Tami Douglas-Schatz reported that the State agency CPS recently audited San Luis Obispo County to ensure that we are in compliance with the merit system. She explained that all Counties that receive State or Federal funding for the Department of Social Services and /or Child Support Services are randomly audited every few years. The auditors reviewed Human Resources Department recruitment and selection files, classifications, general processes and MOU's and also spoke with Social Services and Child Support Services staff. The debriefing revealed no violations and we expect only minor recommendations in their final report.

5. Closed Session (per Government Code Section 54957): Performance standards for Civil Service Commission Secretary

This item was tabled until the next regular scheduled meeting.

6. Findings and Decision – (Closed Session per Gov. Code 5.4957): Deliberations on findings and decision for appeal #A08-122 dated February 10, 2009 (taken out of order after item 7)

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The Commission adjourned into closed session to deliberate the above noted findings and decision. Upon reconvening into open session, President Chapman reported that the appeal was granted and called for a motion. A motion to approve the findings and decision for appeal #08-122, dated February 10, 2009 was made by Commissioner Salter and seconded by Commissioner Tappan; motion carried 5-0-0.

7. Closed Session (per Government Code Section 54957.6): Teleconference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update *(taken out of order after item 4)*

The Commission adjourned into closed session to review the 2010-2011 Civil Service Commission proposed rule revisions with Commission rules negotiator Shane Stark, Commission counsel and Commission secretary. Upon reconvening into open session President Chapman reported that no action was taken and asked that it be agendaized for the next regular scheduled meeting.

8. Adjournment

The meeting was adjourned at 12:00 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.*