

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday February 22, 2012 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



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

MINUTES

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

Staff: Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason

Counsel: Rita Neal, General Commission Counsel; Jayne Williams, Outside Commission Counsel for Hearing

1. Call to Order/ Flag Salute/ Roll Call

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

2. Public Comment Period

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 Nix closed the Public Comment Period.

3. Reports

a. Commission President

President Nix: stated she had nothing to report at this time.

b. Commission Subcommittees

Commissioner Tappan: confirmed the next CSC Working Group Meeting is scheduled for March 8th

c. Commission Counsel

Rita Neal: stated she had nothing to report at this time.

d. Commission Secretary

Tami Douglas-Schatz: stated there were no items for today's Secretary's report and no pending appeals at this time.

4. Job Class Specifications – New

a. Personnel Analyst Maricela Havard introduced Sheriff Department Commander Ron Hastie and explained the process leading to the new job specification: Sheriff's Forensic laboratory Specialist.

Commissioner Bergman: asked clarifying questions about the new job specification.

Commissioner Chapman: suggested corrections to the new job specification on page 2 and asked clarifying questions about the language within the spec.

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Personnel Analyst Maricela Havard: agreed with Commissioner Chapman's suggestions.

President Nix, Commissioner Tappan, and Commissioner Chapman: suggested making grammatical changes in order to clarify the details of the spec.

Commander Hastie: clarified the duties of the position and clarified that the position would oversee assistants in the long run, but there is no need to change the title at this time since this current spec meets an immediate need.

President Nix: opened the floor for public comment regarding the new job specification for Sheriff's Forensic Laboratory Specialist. Being none, President Nix closed the public comment period.

Commissioner Tappan: moved to approve the new job specification as amended; Commissioner Salter seconded; the motion carried 5-0-0.

5. **Civil Service Commission Procedural Guidelines: Review procedural guideline for the election of officers of the Commission**

President Nix: distributed (*Attachment 1) a document she prepared showing the proposed changes to the Procedural Guideline and opened the discussion up to the Commission.

Commissioner Tappan: commented that it better defined the changes he originally desired.

Commissioner Salter: replied that he would like to hear discussion describing the protocol up to this point.

Commissioner Nix: commented that the discussion was already held during the January meeting and the document being reviewed at the current meeting was determined to be brought back for review.

Commissioner Bergman: described the topic of discussion at the January meeting regarding maintaining continuity until issues were settled.

Commissioner Tappan: clarified that the rotation for the Vice President's position has not been affected by this change.

President Nix: addressed Commissioner Salter's comment and clarified the issue at hand.

Commissioner Chapman: suggested simplifying the rotation list.

All Commissioners: discussed details of the proposed changes.

President Nix: opened for Public Comment.

SLOCEA General Manager Kimm Daniels: commented on the language of the proposed changes to the Procedural Guidelines.

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HR Director and Commission Secretary Tami Douglas-Schatz: Stated that she appreciated the opportunity to comment and had nothing further to add.

Deputy County Counsel Susan Hoffman: spoke to the intent of the original guideline as originally adopted and suggested revising the term limit to match the proposed changes.

Personnel Analyst Ken Tasseff: commented that the Commission may want to revise language to allow for flexibility in the future and use good governance to determine if it is a time to have change or a time to have continuity.

President Nix: closed the Public Comment period as there were no further requests to speak.

Commission Counsel Rita Neal: clarified the agenda says to *review* the guideline and suggested President Nix direct staff to bring back a final draft for approval at the next meeting.

All Commissioners: discussed and clarified proposed changes with HR Director and directed staff to add the item to the next regular meeting.

Vice President Salter: requested adding an item to the next agenda.

President Nix: referred to Commission Counsel Rita Neal regarding Commissioner Salter's request to add an item to the next agenda.

Rita Neal: advised the Commission that items can be added by the CSC President or the majority of CSC.

President Nix: asked Mr. Salter about the item he wishes to add to the next agenda.

Vice President Salter: stated he would like to discuss the topic of CSC lunches at the next regular meeting. All agreed to set on next agenda.

Rita Neal: described that the topic to be added will address the Commission's practice and she will bring updated information to the next meeting.

President Nix: adjourned to closed session at 1:25 P.M. to interview prospective outside legal counsel.

6. **Closed Session (per Government Code, Section 54957): Interview prospective Legal Counsel**

President Nix adjourned to a closed session interview at 10:25 a.m. and reported out at 11:59 a.m. that the Commission decided to ask HR to retain outside Commission Counsel, Mr. Steve Simas of Simas and Associates.

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7. Closed Session (per Government Code, Section 54957): Deliberation on finding and decision regarding Appeal #A10-010.

President Nix adjourned the meeting for lunch until 1:15 p.m. and after lunch, the Commission adjourned to closed session to discuss finding and decision with outside counsel Jayne Williams at 1:08 pm. President Nix reconvened into open session at 2:29 P.M. Commissioner Chapman made a motion to adopt the findings and decision regarding Appeal #A10-010 and authorized President Nix to sign on behalf of the Commission. Bill Tappan seconded the motion; a motion to approve the February 25, 2009 regular meeting minutes as presented was made by Commissioner Tappan and seconded by Commissioner Salter.

Vote:

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

The motion carried: 5-0-0.

8. Adjournment

Being no further business, President Nix adjourned the meeting at 2:30 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.*