

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday March 28, 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, Commission Counsel

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:00 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. Minutes

December 21, 2011

After a short discussion, a motion was made by Commissioner Chapman and seconded by Commissioner Bergman to approve the December 21, 2011 minutes as presented; the motion carried 5-0-0.

January 10, 2012

After a short discussion, a motion was made by Commissioner Tappan and seconded by Commissioner Chapman to approve the January 10, 2012 minutes as presented; the motion carried 5-0-0.

January 11, 2012

After a short discussion, a motion was made by Commissioner Chapman and seconded by Commissioner Tappan to approve the January 11, 2012 minutes as presented; the motion carried 5-0-0.

4. Reports

a. Commission President

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

b. Commission Subcommittees

Commissioner Tappan: confirmed the CSC Working Group Meeting is scheduled for today.

c. Commission Counsel

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

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d. Commission Secretary

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

5. Job Class Specifications – New

- a. Personnel Analyst Ken Tasseff described the reason for needing the new Mental Health Nurse Practitioner job specification and introduced Behavioral Health Administrator Karen Baylor who was present to answer Commission questions.

Commissioner Tappan: commented on lines 33-36 of page 5a(3).

Ken Tasseff: suggested revising the section to be less redundant.

Commissioner Chapman: clarified organizational structure with Ms. Baylor.

Ken Tasseff: explained how the spec is a reclassification.

President Nix: opened up discussion for public comment.

SLOCEA General Manager Kimm Daniels: commented.

Commissioner Chapman: made a motion to approve the revised job specification as modified.

Commissioner Tappan: seconded the motion to approve the revised job specification as modified; motion carried 5-0-0.

6. Job Class Specifications – Revised

- a. Personnel Analyst Ken Tasseff described the reason for the Permit Technician job specification revision to "Land Use Technician"

President Nix and Vice President Salter: commented.

Commissioner Chapman: moved to approve the spec revision as written; Commissioner Bergman seconded; motion carried 5-0-0.

7. Job Class Specifications – Revised

- b. Personnel Analyst Ken Tasseff: described the reason for needing to revise the Crime Prevention Specialist job specification and introduced Chief Rob Reid who was present to answer Commission questions.

Commissioner Salter: clarified organizational structure with Chief Reid.

Commissioner Tappan and President Nix: clarified details of the spec and opened the discussion to public comment.

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President Nix: closed public comment after there were no requests to speak.

Commissioner Bergman: Made a motion to approve the revised job specification as written.

Commissioner Tappan: seconded the motion to approve the revised job specification as written; motion carried 5-0-0.

7. Open Session re: Civil Service Commission Procedural Guidelines. Revise and adopt procedural guidelines for the election of officers of the Commission (action)

President Nix: opened discussion to the Commission.

Vice President Salter and Commissioner Bergman: deferred to fellow commissioners.

All Commissioners: commented and discussed proposed language to revise current procedural guidelines in order to make it clearer and to allow for continuity at the discretion of the Commission.

Commission Counsel Rita Neal: commented that a rotation is preferred; the revision would allow for discretion regarding the order and term that someone could serve as president and vice president.

Commissioner Tappan: clarified with Ms. Neal that the term will remain as one year.

All Commissioners: discussed the intent of revision.

President Nix: opened public comment on current item.

SLOCEA General Manager Kimm Daniels: commented.

President Nix: closed public comment after there were no further requests to speak.

Commissioner Bergman made a motion to adopt selection of officer's language in the Procedural Guidelines as amended.

Commissioner Tappan: seconded motion.

Roll Call Vote:

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

The motion carried 4-1-0.

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8. Open Session re: Discuss Commissioners adjourning to lunch together and past practice as it relates to the Brown Act

President Nix: reconvened after a short break; opened discussion to the commission regarding item 8.

Vice President Salter: commented that he planned to opt out in order to avoid the appearance of impropriety.

Commissioner Bergman: recalled and commented on past practice.

Commission Counsel Rita Neal: advised the commission, explained options and noted it was not necessary to make a motion or to vote on this item as it was an individual decision.

Commissioner Chapman: commented that he planned to refrain from having lunch with the entire commission in order to avoid appearance of impropriety.

President Nix: opened public comment and requested Auditor-Controller Gere Sibbach enlighten the commission on rules as they apply to this topic.

Mr. Sibbach: addressed the commission, explained policy and staff duties in keeping within Auditor-Controller Department guidelines.

SLOCEA General Manager Kimm Daniels: commented.

President Nix: closed public comment; brought back to the commission for further discussion.

Commissioner Bergman: clarified past practice with Mr. Sibbach.

President Nix: commented on Ms. Neal's prior comments and advice regarding meeting for lunch and expressed Commission's desire to stay within county policy.

9. Open Session: Civil Service Commission Procedural Guidelines: Revise and adopt procedural guidelines for the placement of items on the agenda

President Nix: moved to item 9 and clerk handed out a new version of the Proposed Language regarding CSC Procedural Guidelines (*Attachment 1)

Vice President Salter: asked procedural question.

President Nix: explained her perspective as to how items are currently placed on the agenda.

Commissioners Bergman, Chapman and Tappan: commented favorably and discussed proposed language.

HR Director Tami Douglas-Schatz: suggested discussing the topic in the working group and to have an opportunity to review it further.

Commission Counsel Rita Neal: commented that she has discussed the topic with Ms. Nix via email.

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President Nix: opened public comment; being none, she the closed public comment period.

All Commissioners: discussed whether to table the item.

President Nix: opened public comment period.

SLOCEA General Manager: commented.

Natalie Walter: Department of Social Services commented.

All Commissioners: discussed item 9.

Commissioner Bergman: made motion to approve wording regarding placing items on the agenda.

Commissioner Tappan: seconded motion.

Roll Call Vote:

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

The motion did not carry to approve item 9 at this time.

Commissioner Tappan: suggested the item be brought back for next month for April's agenda. All agreed.

Commissioner Bergman: requested next regular meeting on April 25, 2012 begin at 1:00 P.M. instead of 9:00 A.M.

10. Adjournment

Being no further business, President Nix adjourned the meeting at 11:40 A.M.

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** 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.*