

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday August 28, 2013 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Robert Bergman, President  
Arthur Chapman, Vice President  
Wayne Caruthers  
Betsey Nash, SPHR  
William Tappan

## MINUTES

Present: President Robert Bergman, Commissioner Wayne Caruthers, Commissioner Betsey Nash, Vice President Arthur Chapman

Absent: Commissioner Bill Tappan

Staff: Acting Commission Secretary Mark McKibben, Commission Clerk Robin Mason

Counsel: Commission Counsel Tim McNulty

### 1. Call to Order/ Flag Salute/ Roll Call

Commissioner 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, President Bergman closed the Public Comment Period.

### 3. Minutes

June 26, 2013

President Bergman suggested correction to minutes on page 3a-2. CSC Clerk Robin Mason acknowledged correction; Commissioner Chapman abstained from voting as he was absent for the June meeting. Commissioner Caruthers moved to approve the June 26, 2013 regular meeting minutes as amended; Commissioner Nash seconded; the motion carried 3-0-2 (Bill Tappan - absent; Art Chapman - abstained).

### 4. Reports

#### a. Commission President

President Bergman: no report.

#### b. Commission Counsel

Tim McNulty: no report.

#### c. Commission Secretary

Personnel Analyst Mark McKibben: addressed the Commission on behalf of HR Director Tami Douglas-Schatz and confirmed a special meeting date of October 22, 2013 will be added to the regular meeting date of October 23<sup>rd</sup> to address a termination hearing.

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President Bergman: suggested tentatively adding October 30<sup>th</sup>, in case a third day is needed for the hearing. All agreed; HR Staff to confirm third date with the parties.

Personnel Analyst Ken Tasseff: explained that David Warren is representing the employee and Susan Hoffman is representing the County in the Health Agency termination hearing and then introduced Contract Analyst Felicia Clayton to the Commission.

Mark McKibben: concluded the Secretary Report by sharing statistical information about the Open Window Period.

Commissioner Chapman: asked if any discussion has occurred regarding making the window period broader since it represents a large workload.

Mark McKibben: responded to Commissioner Chapman's suggestion and concluded the Secretary Report.

## 5. Job Class Specification – Revised

### a. Health Information Technician I-II-III

Personnel Analyst Mark McKibben introduced Mental Health Records Supervisor Kathy McGuire with the Health Agency.

President Bergman: Opened item 5a to the Commission for discussion.

Commissioner Caruthers: Inquired about duties and funding of Health Information Tech I-II-III position.

Mark McKibben: Explained services provided to County residents, by Health Agency Staff.

Kathy McGuire: Explained source of funding and clarified that duties of H.I.T. I-II-III include maintenance of electronic health records to ensure accuracy.

Commissioner Chapman: clarified the job specification is a I-II-III series. (The Commission agreed to break to allow Commissioner Chapman time to review the correct job specification. The Word version of the proposed job specification was incorrect.)

President Bergman: adjourned for a short break.

President Bergman: reconvened at 9:33 A.M.

Commissioner Chapman: Inquired about the educational requirements of the job.

Mark McKibben: stated he will add language to the job specification regarding continuing certification throughout employment.

Commissioner Chapman: Thanked staff and concluded.

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Commissioner Caruthers: Clarified impact of the Affordable Care Act on training and educational requirements.

Kathy McGuire: Explained that continuing education units for certification requirement would include training on any new legislation.

Commissioner Caruthers: acknowledged that this confirmed the continuing education factor.

Betsey Nash: confirmed with Ms. McGuire that she would be in the position to monitor the continuing education requirements of the Health Information Technicians.

Commissioner Chapman: Clarified certification requirements and asked about filling at the senior level.

Mark McKibben: explained career series and that the stipulation of “or equivalent” is contained in the job specification.

President Bergman: opened public comment period.

SLOCEA Representative Theresa Schultz: Commented.

President Bergman: closed the public comment period and brought the discussion back to the Commission, after no further requests to speak were received.

Commissioner Chapman: Made a motion to approve Health Information Technician I-II-III, as amended.

Commissioner Caruthers: seconded; the motion carried 4-0-1.

## 6. **Adjournment**

Being no further business, President Bergman adjourned the meeting at 9:46 A.M.