

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday September 25, 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 Bill Tappan
Absent: Vice President Arthur Chapman, Commissioner Betsey Nash
Staff: Commission Secretary Tami Douglas Schatz, Commission Clerk Robin Mason
Counsel: Acting Commission Counsel Nina Negranti

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

August 28, 2013 – Regular

President Bergman stated that the minutes cannot be approved due to lack of quorum as Commissioner Bill Tappan did not attend the August 28, 2013 Regular Meeting. It was agreed that the August 28, 2013 Regular CSC Meeting Minutes would be included on the October 23, 2013 agenda.

4. Reports

a. Commission President

President Bergman: no report.

b. Commission Counsel

Nina Negranti: no report.

c. Commission Secretary

Tami Douglas-Schatz: addressed the Commission and confirmed that special meeting dates were reserved during the August 28, 2013 regular meeting to address a termination hearing. She stated that current settlement discussion is promising and the Commission and the parties may be able to vacate dates as a result. November 1 was added as a 3rd date. If the hearing does move forward, all agreed to use October 22, 23, Nov. 1.

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5. **Recommendation to Change Civil Service Rule 11.03 to increase the probationary period for the Library Director classification from six months to one year.**

Personnel Analyst Jamie Azarvand: addressed the Commission and presented an item to extend the probationary period from six months to one year for the Library Director position, in anticipation of vacancy due to upcoming retirement of the current Library Director.

President Bergman: opened discussion to Commission.

Commissioner Caruthers: asked why a one year probationary period would be needed.

Tami Douglas-Schatz: explained the complexity of the Library Director position which includes community review, as well as review from the Board of Supervisors and the County Administrative Officer. Ms. Douglas-Schatz also commented on Library growth in the County and that it is important to give the new Library Director a chance to adapt and perform.

Commissioner Tappan: commented and compared complexities of the Library Director position to that of the Director of Social Services.

Tami Douglas-Schatz: explained that the Library Director position status is covered under the Education code, the Social Services Director status is addressed by the Welfare and Institutions code. The positions could be the same but there is no vacancy for the Director of Social Services at this time and the evaluation of the position will be done at the time of vacancy.

President Bergman: opened public comment period.

SLOCEA Representative Kimm Daniels: Commented that SLOCEA does not represent the Library Director position; she asked the Commission not to approve the item.

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

Commissioner Caruthers: inquired about the consideration of the applicant pool at that level.

Tami Douglas-Schatz: stated that most Directors are at will; not all Counties have a Civil Service System. She went on to explain that the reason to bring the item now is to be able to discuss it with candidates for the upcoming vacancy.

President Bergman: inquired about the State Personnel Board rules with discussion from HR staff.

Acting Commission Counsel Nina Negranti: stated that rule 11.04 explains that an extension of the probationary period does allow the appointing authority to extend up to a maximum of half of the original probationary period.

Commissioner Tappan: asked Ms. Douglas-Schatz about the frequency of performance evaluations for department heads.

Tami Douglas-Schatz: stated that feedback is given along the way and the probationary evaluation is completed at six months and the regular evaluation is completed at one year.

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Commissioner Caruthers: supported the change from a six month to a one year probationary period.

Commissioner Tappan: stated he cannot support the change at this time.

President Bergman: suggested letting the item stand and bring it back next month.

Tami Douglas-Schatz: further clarified that any other appointed Department Head can be removed at any time. The Civil Service Commission has no role in that action taken by the Board of Supervisors or the County Administrative Officer. This Library Director can only be let go with cause. Due process would be warranted for an executive position for the issue of property rights.

President Bergman: commented that historically these kinds of changes have been an effort by some to dismantle the Civil Service Commission but also viewed by others as a way to provide more accountability.

Tami Douglas-Schatz: asked President Bergman if there is further information that may be helpful to bring back.

President Bergman: asked Commission Counsel about changing rule 11.4 so that a year probationary period could not be extended for the Library Director.

Commissioner Tappan: Made a motion to deny the rule change. (There was no second and no action was taken.)

Acting Commission Counsel Nina Negranti: responded to Mr. Bergman's question by stating that the item would have to be brought back and require a change of two rules.

President Bergman: Directed Ms. Douglas-Schatz and Ms. Azarvand to bring the Library Director item back next month with additional information.

6. Adjournment

Being no further business, President Bergman adjourned the meeting at 9:33 A.M.