

FTR Log Notes

Description	CSC Regular Session		
Date	12/17/2008	Location	CSC Open Sessions
Time	Speaker	Note	
<u>9:02:10 AM</u>	Robert Bergman	Item 1: Call to Order / Flag Salute / Roll Call	
<u>9:03:13 AM</u>	Robert Bergman	Item 2: Public Comment - Kimm Daniels thanks Commissioner Nix for her service.	
<u>9:03:38 AM</u>	Robert Bergman	Item 3: Approval of Minutes from October 30, 2008 Special Meeting and November 19, 2008 Regular Meeting - Commissioner Chapman makes a motion to approve minutes as presented; Commissioner Tappan seconds; motion carries.	
<u>9:04:57 AM</u>	Robert Bergman	Item 4a: President's Report - Presentation of Resolution to Commissioner Nix: President Bergman presents a Resolution of Appreciation to Commissioner Nix; Commissioner Tappan presents a gift to Commissioner Nix on behalf of the Commission.	
<u>9:07:04 AM</u>	Jeannie Nix	Jeannie Nix expresses her thanks and appreciation to staff and fellow Commissioners.	
<u>9:11:00 AM</u>	Dori Duke	Thanks Commissioner Nix for her service.	
<u>9:11:42 AM</u>	Shannon Matuszewicz	Thanks Commissioner Nix for her service.	
<u>9:12:41 AM</u>	Jay Salter	Item 4b: Subcommittee Reports - Reports that last Rule Update Committee focused on Rule 13.	
<u>9:13:17 AM</u>	Art Chapman	States that he hopes to have the final Rule 4 draft to the Commission in January; President Bergman directs staff to send copy of final Rule 4 to Gene Bell and pre-arrange a conference call with him during January's meeting.	
<u>9:14:40 AM</u>	Shannon Matuszewicz	Item 4c: Commission Counsel Report - No report.	
<u>9:14:48 AM</u>	Dori Duke / Duane English	Item 4d: Commission Secretary Report - 2007-2008 Annual Report - Ms. Duke reports that a conditional job offer has been made to a new director candidate. Duane English, Human Resources Department Automation Specialist, presents the Annual Report and highlights differences from past annual reports.	
<u>9:20:20 AM</u>	Arthur Chapman	Comments on the report format; Mr. English responds.	
<u>9:21:52 AM</u>	Jay Salter	Comments on the report format; Mr. English responds.	
<u>9:23:26 AM</u>	Jeannie Nix	Comments on the report format; Mr. English responds.	
<u>9:24:34 AM</u>	Dori Duke	Thanks Mr. English and Ms. Hossli for their work on the annual report which resulted in an easier to understand condensed format.	
<u>9:25:46 AM</u>	Jeannie Nix	Comments on demographic statistics on page 4D-18.	
<u>9:26:43 AM</u>	Bill Tappan	Comments on report format.	
<u>9:27:13 AM</u>	Dori Duke	Comments on the Human Resource Department's accomplishments not addressed in the report.	
<u>9:28:02 AM</u>	Robert Bergman	President Bergman comments on the technical savvy of the report; page 4D-16 - suggests adding departments with no grievances/appeals to departmental listing; asks if the 11 G/A from 2005/2006 in the Health Agency was a class action - staff to clarify.	
<u>9:30:58 AM</u>	Robert Bergman	Confirms that following approval by the Commission the Annual Report will go to the BOS for approval.	
<u>9:31:12 AM</u>	Art Chapman	Questions the title HR versus Personnel.	
<u>9:32:30 AM</u>	Dori Duke	Explains that both titles are still used.	
<u>9:33:13 AM</u>	Art Chapman	Page 4D-6: Suggests conducting satisfaction interviews following probationary periods.	
<u>9:34:09 AM</u>	Dori Duke	Responds that HR is currently working on following-up on probationary employees.	
<u>9:35:34 AM</u>	Jay Salter	Comments on probationary issue and supervisory training program.	
<u>9:36:08 AM</u>	Dori Duke	Responds that the Supervisory Practice Guide has been revised and Admin is reviewing; supervisory training program is moving forward.	
<u>9:37:01 AM</u>	Arthur Chapman	Page 4D-8: Specification update program - suggests critical job classes be updated first.	
<u>9:38:43 AM</u>	Dori Duke	Responds that the specification revision program is high priority; order in which spec are revised is one of the issues being addressed.	

FTR Log Notes

<u>9:40:35 AM</u>	Arthur Chapman / Bill Tappan / Dori Duke	Engage in further discussion about specification update program.
<u>9:42:03 AM</u>	Arthur Chapman	Pages 4D-14 & 15: States that graph information needs clarification.
<u>9:44:25 AM</u>	Shannon Matuszewicz	Page 4D-4: Clarifies that only open sessions are posted on the website.
<u>9:45:50 AM</u>	Robert Bergman	Calls for a motion to approve the report - Commissioner Nix makes a motion to approve the 2007-2008 Annual Report as amended; Commissioner Chapman seconds; motion carries. President Bergman notes that the Commission will take a break from 10:00-10:30 to honor Commissioner Nix's service on the CSC with a small gathering.
<u>9:46:17 AM</u>	Robert Bergman	Item 5a(1)(2): Job Class Specifications Revised -Appraiser Trainee I-II-III and Supervising Appraiser - Ms. Duke notes that the specs were pulled due to ER issues; item deferred until January.
<u>9:46:41 AM</u>	Robert Bergman	Item 5b(1)(2): Job Class Specifications Previously Approved - Animal Control Supervising Officer and Animal Shelter Supervisor - these specs were previously approved with minor revisions and are presented for informational purposes only.
<u>9:47:45 AM</u>	Dori Duke	Item 6: Future Agenda Items - May have a hearing in January.
<u>9:48:19 AM</u>	Robert Bergman	Item 7: Closed Session - Conference with Labor Negotiator - 2008 Civil Service Commission Rule Change, Rule 4 - Deferred until
<u>9:48:29 AM</u>	Robert Bergman	Item 8a: Closed Session - Consideration of draft Findings & Decision for Grievance #08-116 dated September 8, 2008 - Commission adjourns into closed session.
<u>10:36:40 AM</u>	Robert Bergman	Reconvenes meeting into open session and reports on Item 8a - Commissioner Tappan makes a motion to adopt the Findings & Decision as written for Grievance #08-116; Commissioner Chapman seconds; motion carries.
<u>10:37:35 AM</u>	Robert Bergman	Item 8b: Closed Session - Consideration of draft Findings & Decision for Appeal #08-117, dated September 19, 2008-Appellant Carrie Bisterfeldt. Commission adjourns into closed session.
<u>11:12:02 AM</u>	Robert Bergman	Reconvenes meeting into open session and reports on item 8b - Commissioner Nix makes a motion to adopt the Findings & Decision as written for Appeal #08-117; Commissioner Chapman seconds; motion carries with Commissioner Salter dissenting.
<u>11:13:04 AM</u>	Jay Salter	States that he will be submitting a brief dissenting opinion relative to the progressive discipline aspect of the F&D.
<u>11:13:24 AM</u>	Robert Bergman	Adjourned.