

## FTR Log Notes

Description			
CSC Regular Session			
Date	9/23/2009	Location	CSC Open Sessions
Time	Speaker	Note	
<u>8:18:53 AM</u>	Test		
<u>9:01:49 AM</u>	Robert Bergman	Item 1: Call to Order / Flag Salute / Roll Call	
<u>9:02:22 AM</u>	Robert Bergman	Item 2: Public Comment Period - None.	
<u>9:02:42 AM</u>	Robert Bergman	Item 3: Minutes - Approval of August 26, 2009 Regular Meeting Minutes - Commissioner Salter makes a motion to approve the minutes as presented; Commissioner Gomez seconds; motion carries (Commissioner Tappan abstains).	
<u>9:03:06 AM</u>	Robert Bergman / Art Chapman	Item 4: Commission President Report - Review of BOS letter supporting reporting change for Commission Secretary. Commissioner Chapman presents draft letter and requests feedback from the Commission.	
<u>9:03:54 AM</u>	Patricia Gomez	Clarifies language "reporting directly" vs. "at will" to the Board.	
<u>9:05:31 AM</u>	Arthur Chapman	Asks Ms. Douglas-Schatz to clarify the amendment that was made to her contract.	
<u>9:06:05 AM</u>	Tami Douglas-Schatz	Responds.	
<u>9:06:16 AM</u>			
<u>9:06:51 AM</u>	Art Chapman	Refers to ordinance.	
<u>9:08:08 AM</u>	Patricia Gomez	Suggested revisions discussed.	
<u>9:09:05 AM</u>	Art Chapman / Patricia Gomez	Changes: 1) Second paragraph last sentence - change "reports to your Board" to "served at the will of your Board". 2) Last paragraph, last sentence - change "Reporting directly to" to "Serving at the will and pleasure of". President Bergman directs Clerk to revise as noted and bring back for signatures today.	
<u>9:11:28 AM</u>	Robert Bergman	Calls for a motion to approve the letter as revised: Commissioner Tappan makes a motion to approve the Board letter as revised; Commissioner Salter seconds; motion carries.	
<u>9:12:13 AM</u>	Jay Salter / Tami Douglas Schatz	Item 4b(1): Commission Subcommittees Rule Update Committee - defers to Ms. Douglas-Schatz who states that they will be working with new guidelines at the next mtg on Sept 30. [President Bergman directs clerk to remove "rule 4" from the Commission's agenda item titled "Closed Session with Rules Negotiator" to allow discussion of other related rules as needed].	
<u>9:13:19 AM</u>	Shannon Matuszewicz	Item 4c: Commission Counsel Report - None.	
<u>9:13:28 AM</u>	Tami Douglas-Schatz	Item 4d: Commission Secretary Report - Requests that a Mental Health termination appeal be heard on October 28, 2009; Commission adds October 29, 2009 9:00 a.m. [Clerk to move rule update to October 30, 2009].	
<u>9:14:23 AM</u>	Tami Douglas-Schatz	Requests dates from the Commission to hear a Sheriff's Dept suspension appeal hearing - Commission agrees to schedule a special session meeting on November 10, 2009 at 9:00 a.m.	
<u>9:21:14 AM</u>	Robert Bergman	Item 5a: Job Specifications - New Air Pollution Control District specifications.	
<u>9:22:00 AM</u>	Gary Willey, Engineering Supervisor, Air Pollution Control District (APCD)	Item 5a: Gary Willey, Supervisor for APCD summarizes background of Air Pollution Control District.	
<u>9:24:34 AM</u>	Robert Bergman / Art Chapman	Item 5a(1): Air Pollution Control District Systems Administrator I, II, III Specification - President Bergman opens the floor for Commission questions. Commissioner Chapman begins questions. Page 5A(1)7 ability to bulleted section does not include language re use of office equipment and software; Add standardized language re using PC software to ability to section.	
<u>9:27:26 AM</u>	Art Chapman	Education and Experience section - asks if MQ's are current and valid.	
<u>9:28:40 AM</u>	Gary Willey	Responds that they did not review the MQ's at this time but they currently work well.	
<u>9:29:24 AM</u>	Art Chapman	Two suggestions - review MQ's and add "APCD" to each title through out the body of the specification.	

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<u>9:30:21 AM</u>	Patricia Gomez	Typographical error page 5A(1)7 Other conditions of "EMPLOYEMENT" strike extra "E".
<u>9:30:50 AM</u>	Patricia Gomez	Comments on general classification structure: Specs do not clearly separate the levels other than in "distinguishing characteristics".
<u>9:32:42 AM</u>		
<u>9:32:50 AM</u>	Tami Douglas-Schatz	HR is working on a document that outlines components of distinguishing characteristics and what they mean - once completed she will bring it to the Commission.
<u>9:34:55 AM</u>	Patricia Gomez	Notes that further distinction throughout the specification is still necessary.
<u>9:35:26 AM</u>	Bill Tappan	Page 5A(1)7 - Notes that education and experience degree is not specific to job.
<u>9:37:23 AM</u>	Maricela Havard / Gary Willey	Responds that a general degree is sufficient for entry level.
<u>9:38:13 AM</u>	Robert Bergman	Item 5A(2): Air Pollution Control District Supervising Administrative Clerk II Specification
<u>9:38:26 AM</u>	Arthur Chapman	Comments on overall series - notes that the lower level positions are now titled "assistant" and the supervisory level is still titled "clerk" they should be consistent. Page 5A(2)4 - Having completed the supervisory training course should give an applicant additional points during the recruitment process.
<u>9:41:07 AM</u>	Patricia Gomez	Asks about bilingual skills in specifications; Ms. Douglas-Schatz responds that the bilingual requirement is added for specific bilingual recruitments but is not part of specifications.
<u>9:42:15 AM</u>	Shannon Matuszewicz	Formatting issues: Page 5A(2)3 - make consistent (bold all titles, empty bullet under representative duties). 5A(2)3. Reference to "departmental" policies and rules and "departmental" budget should be "APCD" and "County" in place of departmental.
<u>9:44:12 AM</u>	Robert Bergman	Item 5A(3) - Air Pollution Control District Administrative Assistant Aide, I, II, III Specification
<u>9:44:37 AM</u>	Art Chapman	Page 5A(3)5 AAll - should be "general" supervision; 2nd to last line - close and direct are differentiated in the classification manual - language needs to be consistent with the classification manual.
<u>9:46:55 AM</u>	Maricela Havard	Notes that staff is working on standardized language and definitions for supervision levels.
<u>9:47:25 AM</u>	Art Chapman	Requests staff to bring the standardized language (and classification manual) back to the Commission.
<u>9:47:40 AM</u>	Art Chapman / Shannon Matuszewicz	Page 5A(3) AA III what defines "more complex meetings" change to "clerk meetings". Page 5A3(6) and (7) - Add "APCD" to titles. Also on page 5A(3)6 sixth bullet remove extra comma before semi colon.
<u>9:48:39 AM</u>	Robert Bergman	Calls for a motion to approve. Commissioner Chapman makes a motion to approve the new APCD specifications as amended; Commissioner Salter seconds; motion carries.
<u>9:49:32 AM</u>	Robert Bergman	Item 5b(1): Job Specifications Revised -Accountant-Auditor Trainee, I, II, III [Proposed new title Auditor-Analyst: Trainee, I, II, III]
<u>9:49:49 AM</u>	Mark McKibben, Personnel Analyst	Summarizes changes to specifications; Commission begins questions.
<u>9:52:48 AM</u>	Jay Salter	Asks for a definition of enterprise resource planning systems.
<u>9:53:10 AM</u>	Mark McKibben	Responds.
<u>9:54:03 AM</u>	Arthur Chapman	Page 5B(1)12 - Spell out acronym "EFS" first time it is used; asks for definition of EFS.
<u>9:55:42 AM</u>	Gere Sibbach	Clarifies definitions / distinction of enterprise resource planning system and enterprise financial system and recommends language to help clarify.
<u>9:56:58 AM</u>	Arthur Chapman	Page 5B(1)12 - Does AA III level lead an auditing team?
<u>9:57:56 AM</u>	Gere Sibbach	Responds; yes "manages" is included in language.
<u>9:58:21 AM</u>		
<u>9:59:14 AM</u>	Patricia Gomez	Clarification of enterprise resource planning system - suggests capitalizing the term.
<u>10:00:14 AM</u>	Gere Sibbach	Responds.
<u>10:01:29 AM</u>	Shannon Matuszewicz	5B(1)14 - formatting one bullet is double spaced; page 5B(1)17 last line change "Personnel" to "Human Resources".
<u>10:02:15 AM</u>	Arthur Chapman	Spell out "ITD" - "Information Technology Department".

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<u>10:02:51 AM</u>	Robert Bergman	Calls for motion to approve: Commissioner Tappan makes a motion to approve the Accountant -Auditor Trainee, I, II, III specification as amended; Commissioner Salter seconds; motion carries.
<u>10:03:01 AM</u>	Gere Sibbach	Comments on the long length of time it has taken to complete this revision process and congratulates current staff on finally getting these completed.
<u>10:04:27 AM</u>	Art Chapman	Complements staff on work well done.
<u>10:04:54 AM</u>	Robert Bergman	Break - return at 10:20. [Clerk to revise agenda item 4a letter and return for signatures].
<u>10:21:01 AM</u>	Robert Bergman	Commission reconvenes. [Revised letter being reviewed and signed clerk to make one copy for each Board member].
<u>10:22:32 AM</u>	Robert Bergman	Item 6: Closed Session - Conference with Commission Labor Negotiator - 2009 Civil Service Commission Rule Change - Rule 4; Commission adjourns into closed session.
<u>11:51:04 AM</u>	Robert Bergman	Commission reconvenes into open session - no reportable action taken.
<u>11:51:12 AM</u>	Robert Bergman	Adjourned.