

FTR Log Notes

Description			
CSC Regular Session Meeting			
Date	11/17/2010	Location	Human Resources Department
Time	Speaker	Note	
9:02:13 AM	Art Chapman	Item 1: Flag Salute / call to order	
9:02:23 AM	Art Chapman	Regular session meeting	
9:02:47 AM	Robin Mason	Role Call	
9:02:52 AM	Art Chapman	Item 2: Public Comment	
9:03:10 AM	Art Chapman	Item 3: Minutes for approval from October 27, 2010 Regular Meeting	
9:04:16 AM	Bill Tappan	motion to approve minutes from 10/27/10	
9:04:25 AM	Bob Bergman	Seconded the motion to approve minutes from 10/27/10, Minutes; motion carried 5-0-0.	
9:04:33 AM	Art Chapman	Item 4: Reports - none	
9:04:48 AM	Shannon M.	Nothing to report	
9:04:54 AM	Tami Douglas-Schatz	Items: no pending hearings, update to performance Standards - fyi	
9:05:25 AM	Tami Douglas-Schatz	Extra line added per CSC request	
9:05:34 AM	Tami Douglas-Schatz	Update Administrative process with Shane Stark December 1st here	
9:06:42 AM	Bob Bergman	Next agenda have Mr. Stark here or phone in conference unless substantive items needed. Get a copy of the letter he sent.	
9:07:44 AM	Jay Salter	Will CSC be a part of the negotiation process? Decided no.	
9:07:57 AM	Art Chapman	See result of initial meeting and follow up	
9:08:29 AM	Art Chapman	calendar for 2011	
9:09:21 AM	Bill Tappan	require paper calendar	
9:10:46 AM	Bob Bergman	requested e invite for 2011 Meeting dates	
9:10:53 AM	Art Chapman	Item 5: CPS - Report Findings	
9:11:17 AM	Tami Douglas-Schatz	Audit performed by state, 2004 last one. Rules policies recruitment files, classification processes and all merit system related. All standards met. Audit recommended some program improvements.	
9:12:56 AM	Bob Bergman	Similar to management letter	
9:13:04 AM	Tami Douglas-Schatz	Focus on Child Support Services and DSS due to State funding. Program review is attached, but I will summarize.	
9:13:57 AM	Tami Douglas-Schatz	First principal perform uniform guidelines	
9:14:11 AM	Tami Douglas-Schatz	Improvement: Pre exam guidelines up front if protocols for different classifications.	
9:15:17 AM	Tami Douglas-Schatz	Recommended: establish criteria related to job dimensions/ weight. more global perspective.	
9:16:08 AM	Tami Douglas-Schatz	Recommended Improvement: Passpoint setting training. More uniform policy to be implemented.	
9:16:45 AM	Tami Douglas-Schatz	Merit principal: Classification, make sure to document properly and review at least 20% of the 560 different classifications. Review 110-120 classif per year. spoke with auditors to see how add'l work load will work. Working on plan to do this properly. Maybe CSC inv in job spec's on consent.	
9:19:22 AM	Bob Bergman	did cps audit all depts or just state driven funds	
9:19:53 AM	Tami Douglas-Schatz	Just departments with state driven funds	
9:20:02 AM	Bob Bergman	did they look at just dss	
9:20:10 AM	Tami Douglas	yes dss files pulled but looked at all	
9:20:28 AM	Art Chapman	do we have database of classifications	
9:20:45 AM	Tami Douglas-Schatz	yes	
9:20:48 AM	Art Chapman	priority basis using database? collaborate with dept?	
9:21:20 AM	Bob Bergman	csc has worked with hr to broaden specs pss.	
9:21:55 AM	Tami Douglas-Schatz	include series. agree good suggestion to collab with dept	
9:22:14 AM	Bill Tappan	dept more involved will take pressure off HR	

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<u>9:22:34 AM</u>	Tami Douglas-Schatz	open window period but only 9 req this yr.
<u>9:22:50 AM</u>	Bob Bergman	compared to other counties numbers check ratio
<u>9:23:11 AM</u>	Art Chapman	comparing to LA County
<u>9:23:48 AM</u>	Tami Douglas-Schatz	training - capture data to equal empl access to training also asked us to consider adding performance development plan to process. Also commented that SLOCO does an admirable job to continue to provide training etc during this downtime also tuition reimbursement program in place. Good to have written development plan
<u>9:25:03 AM</u>	Tami Douglas-Schatz	Merit Prin 4: ret perm ee. rec add if under overall satisfactory
<u>9:25:32 AM</u>	Tami Douglas-Schatz	Merit prin 5 - priority update eeo prog. 1990 last updated. we have internal coordinators.
<u>9:26:18 AM</u>	Tami Douglas-Schatz	Final merit prin - political rights prohibitions. no rec in this area.
<u>9:26:51 AM</u>	Tami Douglas-Schatz	concluded report: Aug - Oct
<u>9:27:21 AM</u>	Art Chapman	Item 6: Closed session. not needed
<u>9:27:42 AM</u>	Art Chapman	Item 7: Adjournment