

## FTR Log Notes

Description			
Civil Service Commission Regular Meeting			
Date	1 /26/2011	Location	1055 Monterey St. D250 SLO
Time	Speaker	Note	
<u>9:01:09 AM</u>	Art Chapman	Item 1: Call to Order / Flag Salute / Roll Call [Commissioner Salter absent].	
<u>9:01:55 AM</u>	Art Chapman	Item 2: Election of officers	
<u>9:02:30 AM</u>	Bob Bergman	Makes motion to elect Commissioner Nix as CSC President and to elect Commissioner Tappan as CSC Vice President	
<u>9:02:50 AM</u>	Art Chapman	Clarifies that the motion is to elect Commissioner Nix as CSC President for 2011 and Commissioner Tappan as CSC Vice President for 2011.	
<u>9:03:09 AM</u>	Art Chapman	Seconds	
<u>9:03:29 AM</u>	Art Chapman	Motion carries 4 - 0 - 1	
<u>9:03:41 AM</u>	Jeannie Nix	Moves to center seat as CSC President	
<u>9:04:36 AM</u>	Jeannie Nix	Item 3: Public Comment Period. None.	
<u>9:04:55 AM</u>	Jeannie Nix	Item 4: Approval of 12-15-10 minutes - Commissioner Chapman makes motion to approve December 15, 2010 minutes.	
<u>9:05:07 AM</u>	Bill Tappan	Seconds	
<u>9:05:16 AM</u>	Jeannie Nix	Approved as written; motion carries 4-0-1	
<u>9:05:27 AM</u>	Jeannie Nix	Item 4: Reports (4a: Commission President - none-; Item 4b: Commission Subcommittees - none-; Item 4c: Commission Counsel -none-	
<u>9:05:46 AM</u>	Tami Douglas Schatz	Item 4d: DSS discipline appeal has been settled; special session dates in january have been cancelled.	
<u>9:06:16 AM</u>	Tami Douglas -Schatz	Sheriff matter is still going forward February 23 and 24, possibly carry over to March 2 . February 2 cancelled spec session that was originally a carry over date for the DSS matter that has been settled.	
<u>9:07:01 AM</u>	Tami Douglas -Schatz	Hear Discipline Appeal in Assessor's Office for March on 23rd, Regular Session. It is a wait for the employee but not level of discipline where loss of money is an issue.	
<u>9:08:04 AM</u>	Jeannie Nix	Feb 2 ok for Assessor Department	
<u>9:08:59 AM</u>	Shane Stark	Commission Counsel - Not available Feb 2	
<u>9:09:06 AM</u>	Jeannie Nix	Feb 9 Special Session to hear Assessor's Office Appeal	
<u>9:09:27 AM</u>	shannon Matuszewicz	Clarifies if Commissioner Salter is not available, is four going to be ok with four Commissioners who are present	
<u>9:10:00 AM</u>	Jeannie Nix	Since the Department is ready, then four is ok. We will let Commissioner Salter know of additional date in February	
<u>9:10:24 AM</u>	Shane Stark	9am 2/9 spec session. HR will send docs to all parties. requires electronic (email) copy of materials if out of town.	
<u>9:11:06 AM</u>	Jeannie Nix	Require Agenda Packet next week for Special Session	
<u>9:11:14 AM</u>	Art Chapman	Clarify Feb 9th for Assessor's Office.	
<u>9:11:25 AM</u>	Shane Stark	Clarified dates 2/9 for Assessor's Hearing and 2/23, 2/24, and possibly 3/2 for Sheriff Dept Hearing	
<u>9:11:29 AM</u>	Tami Douglas - Schatz	Update regarding State of CA budget impact on SLO County preliminary but significant; worth mentioning. Dan Buckshi had made a presentation. The information was stunning. The biggest shift is that CA is considering major realignments and pushing work to Probation Department and Sheriff Correctional Department. We don't know how much money will come with it. The negative side is, DSS and Health Agency continue to get relieved of money from the State. Significant cuts to programs like Cal Works Program. Step back from that, may be huge impact to County and HR if significant reduction...layoffs...staffing increase in other departments, shifting resources from one department to another. HR active in that. We are not out of serious budget woods	
<u>9:14:04 AM</u>	Jeannie Nix	How is HR's budget now half way thru the fiscal year?	

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<u>9:14:16 AM</u>	Tami Douglas Schatz	Budget is ok in HR. We had vacancy and it took longer to fill than expected, resulting in salary savings. HR will make it through the fiscal year fine. Next fiscal year we have been asked to make a 5% cut to the general fund . We are working on it now, due Feb 3. Preliminary budget to the Administrative Office. I beleive we can still make cuts without touching staff. Benefits having room gives more flexibilty. Tighten insurance and liability costs. Save on other programs like
<u>9:15:46 AM</u>	Jeannie Nix	Question regarding tightening liability insurance; by taking higher deductables or reducing benefits? What is the impact of that?
<u>9:16:10 AM</u>	Tami Douglas Schatz	Property insurance is the focus. Last year we went through an exhaustive process to identify if correct insurance levels are on all properties. One size fits all approach is not efficient. We had savings from that before and may see rollover to next fiscal year. Also, new loss prevention initiative in place. Shifted money to spend up front on ergonomics to prevent ergo claims. Working on ergonomic work stations. Worker's Comp claims should be reduced. It makes sense to try to prevent repetetive injuries. We are currently working with Sheriff dispatch and others with outdated equipment. Insurance helps pay for
<u>9:18:30 AM</u>	Art Chapman	Is the Return to Work initiaive working?
<u>9:18:37 AM</u>	Tami	Yes, it is working very well. We were asked to present why Co. SLO program is working so well. we attribute it to all departments working together. It is still very effective.
<u>9:19:12 AM</u>	Robert Bergman	Does County Counsel charge HR Dept. to use counsel for this meeting?
<u>9:19:31 AM</u>	Tami Douglas Schatz	No. There is no bill for County Counsel's service to HR.
<u>9:19:35 AM</u>	Robert Bergman	Policy driven . Outside Counsel comes from who's budget?
<u>9:19:56 AM</u>	Tami Douglas Shatz	Warren Jensen - County Counsel and Administrative Office agree if HR budget falls short, it will be shored up.
<u>9:20:20 AM</u>	Jeannie Nix	Good question, when we talk about shifting of staff potential in other depts. still working in class or not. This causes HR to do job analysis, etc. Need to keep HR budget as stable as possible so we can keep employees properly represented.
<u>9:21:09 AM</u>	Tami Douglas Schatz	Agrees. Open window period is Sept. through Dec. There were only 9 class studies. Surprised not more but constant concern.
<u>9:21:44 AM</u>	Art Chapman	20% review of County Job specifications required by FY 09-10 CPS audit
<u>9:22:03 AM</u>	Robert Bergman	This is different than random class studies
<u>9:22:15 AM</u>	Tami Douglas Schatz	It's good to be proactive to ask about class studies up front.
<u>9:22:31 AM</u>	Robert Bergman	Given opportunity, ask employees they say not working in class
<u>9:22:48 AM</u>	Art Chapman	County Counsel will report to HR Department
<u>9:22:54 AM</u>	Tami Douglas Schatz	We talked about this, cycles, if dept gets outside counsel, it costs somewhere
<u>9:23:15 AM</u>	Art Chapman	I think issues for csc was to make sure parties have effective counsel so hearing runs efficiently and parties are represented properly
<u>9:23:35 AM</u>	Jeannie Nix	Sept - Dec only 9. Is that only open widnow period during the year, or is there more than one oppty?
<u>9:23:55 AM</u>	Tami Douglas Schatz	One open window period per year, but we will still do it when asked by departments on individual basis.
<u>9:24:13 AM</u>	Robert Bergman	Employee has the right to grieve
<u>9:24:20 AM</u>	Art Chapman	Open window period puts pressure on staff. Have you talked to the Administrative Office about at least doing staff work in advance. Have you had discussion to improve work flow for HR?
<u>9:25:33 AM</u>	Tami Douglas Schatz	If increase, then we will have to push open windo period to August instead of September to give extra time. Anticipating as we shrink more. we may get more reclass requests.
<u>9:26:03 AM</u>	Art Chapman	Budget issues may be why employees may be less inclined to bring cases forward
<u>9:26:19 AM</u>	Bill Tappan	Out of 9 reclass studies, how many were identified?
<u>9:26:29 AM</u>	Tami Douglas Schatz	2 out of 9

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<u>9:26:32 AM</u>	Shane Stark	Suggest CSC bear in mind you will not know either the nature or extent to State cuts until there is a decision to have an election. If tax extensions are not approved, they will expire, then CA will have to make additional cuts in Health and DSS which may drive workload. Realign and redevelopment may require September ballot measures to approve.
<u>9:27:51 AM</u>	Jeannie Nix	Thank you for bringing that up, what CSC is doing is supporting HR
<u>9:28:25 AM</u>	Shane Stark	Experience in three separate Counties/ jurisdictions. whenever there are hard times / layoffs, two people get increase work load: County Counsel and HR. The work consequently causes work of CSC to increase.
<u>9:29:05 AM</u>	Jeannie Nix	Very enlightening. Is there anything else on Item 4d ?
<u>9:29:18 AM</u>	Jeannie Nix	Item 5: Closed Session - Conf. with Commission Rules Negotiator regarding 2010 - 2011 CSC rules update
<u>11:37:17 AM</u>	Jeannie Nix	Reconvene into open session - report out of closed session: Agendize item for Closed Session Item during Special Session meeting in February.
<u>11:37:24 AM</u>	Tami Douglas Schatz	Makes correction to record that the Appeal is actually for the Treasurer - Tax Collector's office, and not the Assessor's office.
<u>11:37:39 AM</u>	Tami Douglas Schatz	Also, date change. Primary witness has death in the family February 9th, witness for both sides. Needs to move Special Session for hearing of Treasurer - Tax Collector's Office Appeal to Feb 16, 2011 instead of Feb. 2, 2011.
<u>11:38:08 AM</u>	Bill Tappan	Ok.
<u>11:38:11 AM</u>	Jannie Nix	Ok. And check with Commissioner Salter.
<u>11:38:21 AM</u>	Shane Stark	Ok Wed 2/16/11 plus closed session follow - up
<u>11:38:36 AM</u>	Jeannie Nix	Item 6: Adjourned