

FTR Log Notes

Description			
CSC Regular Meeting			
Date	4 /27/2011	Location	1055 Monterey D250 SLO
Time	Speaker	Note	
<u>9:02:17 AM</u>	President Nix	Item 1: Call to order, Flag Salute, Roll call	
<u>9:03:10 AM</u>	President Nix	Item 2: Public Comment Period	
<u>9:03:32 AM</u>	Alison Berry - Wilkinson	Addressed commission and introduced herself as representative for some members of the DSA. Spoke briefly with Dept Counsel, Susan Hoffman and Tami Douglas-Schatz concerning matter for July re appeal to be heard. Issue with calendaring being scheduled before parties had a chance to determine how many days are needed. It is beneficial to have consecutive days. Wanted to bring to CSC's attention not an action item.	
<u>9:05:26 AM</u>	President Nix	Referred to minutes from last meeting, suggesting July or Aug dates due to Appellant's Counsel having tentative court dates scheduled.	
<u>9:05:56 AM</u>	Alison Berry - Wilkinson	Procedural irregularity. Re Rule 4.07, comes to Commission for scheduling after prehearing procedures. When requested to provide dates, not aware that matter was agendized. If known then I would have been here. Not that it is lacking availability. Procedural irregularity only.	
<u>9:07:05 AM</u>	President Nix	Asked Ms. Wilkinson how many days are you asking for?	
<u>9:07:14 AM</u>	Alison Berry - Wilkinson	3 or 4 days	
<u>9:07:20 AM</u>	President Nix	Clarified - Are you asking for 4 days?	
<u>9:07:39 AM</u>	Commissioner Bergman	We did set 2 dates, we will give you what you need but not all at once. Referred to March 23, 2011 Minutes.	
<u>9:07:59 AM</u>	Alison Berry - Wilkinson	My suggestion here is for ease and convenience, it would normally happen that the parties would set an anticipated schedule. The commission should have more info than was provided.	
<u>9:09:10 AM</u>	Commissioner Bergman	We don't need much information. We don't want a lot of information until the hearing is ready to go other than setting dates. However, If we set dates then I'd like you to appear.	
<u>9:09:30 AM</u>	Alison Berry - Wilkinson	Agree to disagree on that particular matter. I have been present at every Commission hearing other than the one we have a dispute about. I do understand scheduling...I am here this morning for the purposes of addressing that issue.	
<u>9:10:02 AM</u>	Commissioner Bergman	Asked Ms. Berry Wilkinson if she has a problem with the dates set for July.	
<u>9:10:14 AM</u>	Alison Berry Wilkinson	Clarified that she does not have a problem with those dates. The prehearing has not occurred.	
<u>9:10:39 AM</u>	Alison Berry Wilkinson	Believes it is wise to proceed with due caution.	
<u>9:10:57 AM</u>	Commissioner Tappan	Asked for clarification of the issue.	
<u>9:11:05 AM</u>	Alison Berry Wilkinson	Explained, there are other issues related to this case that have to be vetted and other pre-trial issues that can affect dates. She thinks the secretary should have consulted with counsel first so the Commission was not inconvenienced.	
<u>9:11:42 AM</u>	Commissioner Chapman	Clarified that the CSC anticipated that and the CSC asked the Commission Secretary to set dates and we anticipated that it would take add'l days, all of those things were anticipated by our sect'y and by the CSC.	
<u>9:12:08 AM</u>	Ms. Berry Wilkinson	If the Commission Secretary had bothered to inform me...	
<u>9:12:18 AM</u>	President Nix	Explained it is important not to be critical of staff and that the Commission has heard her point, understands her point, need to move on.	
<u>9:12:30 AM</u>	Ms. Berry Wilkinson	Noted: Have provided to the COSLO (still under discussion) an objection to Ms. Douglas-Schatz' involvement in this particular appeal. Thinks this is another irregularity.	
<u>9:12:53 AM</u>	Mr. Salter	You suggested that it might be in the best interest of everyone to vacate July date, move it further down the road, care to address?	
<u>9:13:21 AM</u>	Ms. Berry Wilkinson	Since disciplinary appeal, discuss at another time.	

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<u>9:13:35 AM</u>	President Nix	Clarified that Ms. Berry Wilkinson had said the two dates scheduled in July are calendared.
<u>9:13:48 AM</u>	Ms. Berry Wilkinson	Yes. The 2 July dates are on her calendar
<u>9:14:04 AM</u>	Ms. Wilkinson	Indicated that I did ask Ms. Douglas-Schatz to be vacated due to the procedural irregularity.
<u>9:14:18 AM</u>	President Nix	There were no other requests to speak at Public Comment. Item 3: March 23, 2011 Minutes - Commisisoner Chapman moved to approve the March 23, 2011 Minutes; Seconded by Commissioner Tappan; Motion carried 5-0-0.
<u>9:14:48 AM</u>	President Nix	Item 4: Reports (a) Commission President - No Report; (b) Commission Subcommittees - No Report; (c) Commission Counsel - No Report. Mr. Stark - No Report at this time. (d)Commission Secretary - yes.
<u>9:15:14 AM</u>	Ms. Douglas Schatz	Item 4(d) Secretary Report - Elaborate on Ms. Berry Wilkinson's comments.
<u>9:15:26 AM</u>	Ms. Douglas Schatz	Re the request that we recuse ourselves, entire HR staff, including putting packets together. This matter is not agendized, just bringing to CSC attn. Will put it on the agenda for May for the CSC to provide direction to her.
<u>9:16:16 AM</u>	Mr. Stark	President Nix asked if Mr. Stark had any comments. Mr. Stark explained, Appropriate to resolve preliminary matters, since it involves discipline, closed session with parties is appropriate.
<u>9:16:38 AM</u>	President Nix	Add as closed session for May 25th Regular Meeting
<u>9:16:47 AM</u>	Ms. Douglas - Schatz	Re Appeal #A10-005 parties have adjusted their approach and requested a second day in May.
<u>9:16:58 AM</u>	Ms. Douglas Schatz	Original date is May 11th - originally scheduled for one day, Mr. Stark is available on May 10th.
<u>9:19:10 AM</u>	Ms. Hoffman	Susan Hoffman, Department Counsel (Rep DSA Dept.) has weekly Tuesday meeting at 9 AM - could start at 10 AM. 10:00 on May 10th added.
<u>9:19:51 AM</u>	President Nix	Added 10:00 on May 10th. Also needs to bring up June 7th...Library Term Appeal 2nd and 7th - will be out of town. Wondering if we could move into that following week. June 13th or 14th? Commissioner Chapman - 15th work, 2nd ok but move 7th to 14th.
<u>9:21:14 AM</u>	Ms. Douglas Schatz	Appel Counsel is not present. We will get in touch with them to confirm their availability. Ms. Hoffman rep Library, June 14th is ok with susan hoffman, cancel 7th.
<u>9:21:59 AM</u>	President Nix	Added June 14th, cancelled June 7th, subject to aggeement by appel counsel
<u>9:22:10 AM</u>	Mr. Stark	Clarified, May 10th and 11th (10:00 AM on 10th)
<u>9:22:28 AM</u>	Ms. Matuszewicz	To the extent that the Library Dept's Counsel is not avail, gather addl dates/
<u>9:22:49 AM</u>	President Nix	Regular meeting date of May 25th?
<u>9:23:33 AM</u>	Ms. Matuszewicz	15th art, 14th ok but not 15th, away 20th
<u>9:23:52 AM</u>	bergman	14th and or 21st. hoffman on vaca week of 20th.
<u>9:24:23 AM</u>	Mr. Chapman/ President Nix	...first choice May 14th second choice May 13th.
<u>9:24:59 AM</u>	Ms. Douglas Schatz	Item 4 (d)(2) Update on budget, layoffs. Working with Admin...have what is close to final nimber, as of today the numbers greatly reduced, 4 layoffs, 6 reductions (less than full time) will note that slocea is continuing to look into what can be done to mitigate situation. Concludes report.
<u>9:26:14 AM</u>	President Nix	Item 5. (a)(b) Job Spec's...revised Supervising Assessment Tech I, II, III, IVand Supervising Tech
<u>9:26:35 AM</u>	Emily Dabner Rutter	Intro - Personnel Analyst and Barbara Edginton from Assessors...Specs accurately reflected, updated representative duties, accurately reflect as well as combining and condensing, read uniformly...add anything?
<u>9:28:07 AM</u>	Barbara Edginton	Here to answer questions
<u>9:28:15 AM</u>	President Nix	Asked if there are any questions.
<u>9:28:20 AM</u>	Mr. Chapman	general question, re all of specs

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<u>9:28:31 AM</u>	Mr. Chapman	Notes, re resp for outside duties. in specs you have req that employees are required to have driver lic, nothing that denotes having to be out of the office. there are rep duties, talks about assessor duties
<u>9:29:45 AM</u>	Barbara Edgington	Under Assess II - last bullet, provide assistance, filed work, some cases, go with someone else, and we do have two offices...
<u>9:30:27 AM</u>		
<u>9:30:45 AM</u>	Ms. Matuszewicz	Question, deferred to President Nix first
<u>9:30:56 AM</u>	President Nix	looking at page 5a 3 under education and experience, noticed it is one year of experience - education requirement of Assessment Tech
<u>9:32:00 AM</u>	Barbara Edgington	Assuming that since Asses Tech had education requiremen t- then in order for compare, not reiterated
<u>9:32:31 AM</u>	President Nix	Would it be dept promo to become supervisor or open recruitment?
<u>9:33:05 AM</u>	Barbara Edgington	the way i would look at it..equizelent...
<u>9:33:34 AM</u>	Emily Dabner Rutter	comparable at iz level, to your point we could further define...
<u>9:33:58 AM</u>	President Nix	It would be helpful to define education in IV.
<u>9:34:14 AM</u>	President Nix	Substitution for college not defined here
<u>9:35:23 AM</u>	Barbara Edgington	Assessment Tech series there is allowing for experience to take place of college.
<u>9:36:10 AM</u>	Barbara Edgington / President Nix	Certainly add need education.
<u>9:36:57 AM</u>	President Nix	Makes sense, Supervisor needs hands on Tech experience.
<u>9:37:15 AM</u>	Commissioner Tappan	2 yrs of coursework - should it say related coursework?
<u>9:37:34 AM</u>	Barbara Edgington	We felt two yrs cousework, not related necc...
<u>9:38:01 AM</u>	Commissioner Tapan	expect part of coursework to be related
<u>9:38:11 AM</u>	Barbara Edgington	There isn't much that is related, that is not appraisal work, real estate related
<u>9:38:58 AM</u>	Emily Dabner Rutter	Only one yr of exp can be subsitued for educ. still need education
<u>9:39:16 AM</u>	Ms. Matuczewicz	5b1 definition, under direction of section supv..is it part of class or...?
<u>9:39:38 AM</u>	Barbara Edgington	Assess tech series, there are variety - someone can be involved, public service section.
<u>9:40:45 AM</u>	Ms. Matuczewicz	Same page line 28 - may act as specialist...
<u>9:41:06 AM</u>	Barbara Edgington	Certain specialized job duties, not general to entire series
<u>9:42:05 AM</u>	Ms. Matuczewicz	5 b 4 line 186 and 187 one yr of experience in position, compared to Assess Tech I. Is it specific to SLO County?
<u>9:42:50 AM</u>		
<u>9:43:08 AM</u>		
<u>9:43:14 AM</u>		
<u>9:43:22 AM</u>	Ms. Edgington	no just in coslo only.
<u>9:43:43 AM</u>	Mr. Chapman	when you say "as an" or "to an", that indicates the class specification
<u>9:43:58 AM</u>	Emily Dabner Rutter	confirmed
<u>9:44:03 AM</u>	Mr. Tappan	Asked if we are leaving it as is
<u>9:44:08 AM</u>	Mr. Chapman	Comment about supv class spec, referring back to the four. if you are outside, loking at job annouce, you have to go to two classes to see, go back to the IV. minor inconvenience
<u>9:44:55 AM</u>	Presdient Nix	I think what we are focusing on is that usually a job spec stands on its own. The assumptions you made are because you're close to it, those of us not familiar had difficulty understaning it. Go back and revise so it can stand alone
<u>9:46:27 AM</u>	Emily Dabner Rutter	Do you prefer it be a stand alone or in a series?
<u>9:46:37 AM</u>	President Nix	Supv pulled out as separate spec.
<u>9:46:50 AM</u>	Emily Dabner Rutter	Further defining w/out having to stand alone.

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<u>9:47:47 AM</u>	President Nix	Asked Commissioners - let them tone up some things and bring back?
<u>9:48:02 AM</u>	Comm Bergman	what is timeline?
<u>9:48:10 AM</u>	Barbara Edgington	Confirmed there are no exam issues pending
<u>9:48:22 AM</u>	Mark McKibben	Personnel Analyst - clarified, no recruitments are pending Can bring it back for review at next mtg.
<u>9:48:45 AM</u>	President Nix	We have less knowledge on exact details, we try to look at specs for someone who does not have that indepth knowledge, understandable, - Revisit...like to see more specifics in MQ's for Suny. A.T.
<u>9:49:34 AM</u>	Comm Tappan	leave as is
<u>9:49:45 AM</u>	Comm Chapman	ask, one yr of exp - indicates wahtever compare exp to
<u>9:50:26 AM</u>	Emily Dabner Rutter	yes correct.
<u>9:50:30 AM</u>	Barbara Edgington	Asked what do you mean by having stand alone MQ
<u>9:51:30 AM</u>	Comm Bergman	Take approvals, then highlight changes made for next meeting.
<u>9:51:42 AM</u>	President Nix	calling it career series, intent to have someone who has served addl time
<u>9:52:30 AM</u>	Barbara Edgington	There are situations where needs of office - need addl tech II or Tech III - we would look at promo's but generally done competetively
<u>9:53:24 AM</u>	President Nix	Theoretical - could be a Tech 1 for a number of yrs.
<u>9:53:37 AM</u>	President Nix	Adjourn to Closed Session?
<u>9:54:27 AM</u>	Comm Bergman	re Item 7 - We can move order to accomodate, if someone is here to speak to the matter. (Being none. The items were left as is.)
<u>9:54:43 AM</u>	President Nix	Item 6: Closed Session - conf with Commission Rules Negotiator Mr. Stark. (Also, will be turning gavel over to VP Tappan for Item 7.)
<u>11:07:21 AM</u>	President Nix	Reported out of Closed Session - gave direction to attorney. Turned gavel over to Vice President Tappan
<u>11:07:45 AM</u>	Commissioner Tappan	Item 7: Adjourned into Closed session on Nisse matter. Also stay for procedural issues
<u>11:58:17 AM</u>	VP Tappan	Report out of Closed Session - Commissioner Bergman clarified the CSC did not discuss Nisse issue, just discussed procedural issues.(Commissioner Chapman, reminder to calendar May 10th at 9:00 AM to add closed session discussion re Nisse matter)
<u>11:58:30 AM</u>	Vice President Tappan	Item 8: Adjourned