

## FTR Log Notes

Description		
Civil Service Commission Regular Meeting		
Date	Location	
8 /24/2011	CSC Regular Meeting	
Time	Speaker	Note
8:20:05 AM	Test.	Test.
9:01:39 AM	Jeannie Nix	Item 1: Call to Order/Flag Salute/Roll Call
9:01:46 AM	Jeannie Nix	Item 2: Public Comment Period - Being none, closed.
9:01:57 AM	Jeannie Nix	Item 3: Approval of Minutes - postponed approval of August 3, 2011 minutes for review next Regular Meeting
9:02:19 AM	Jeannie Nix	Item 4(a): Commission President Report - Thanked Kimm Daniels for her support of the CSC. She wrote a letter to the BOS. Ms Daniels has given permission to share her letter. Distributed copies to CSC and made available to all.
9:03:18 AM	Jeannie Nix	Item 4(a) 1. Re suggestion to have working committee formed: Per BOS Direction, Sprvsr. Mecham, Sprvsr. Gibson wish to be on the committee, Warren or Rita Neal, Tami Douglas-Schatz and Bill Tappan and Jeannie Nix and representative from the Admin on **September 1st**
9:04:53 AM	Shane Stark	Suggested entertaining motion to designate committee members so there is a record and if anyone from public wishes to speak.
9:05:21 AM	Jeannie Nix	Invited public comment on this motion. None.
9:05:30 AM	Arthur Chapman	Moved to create committee and appoint designated rep's that were designated by the president.
9:05:54 AM	Shane Stark	Purpose not been stated, President Nix should state special purpose.
9:06:10 AM	Jeannie Nix	Stated the purpose to create committee is to address allegations against the CSC for being biased and badgering witnesses and being out of control. Facts need to be addressed.
9:06:51 AM	Shane Stark	Recommended HR Director Confirm that this is congruent with the purpose that the BOS has directed.
9:07:05 AM	Tami Douglas-Schatz	Addressed CSC re BOS Direction on forming this Committee.
9:08:06 AM	Jay Salter	Addressed CSC re getting caught up on issues and stating that broader issues to be addressed by this ad hoc committee and asked if other members of the Commission had on that viewpoint.
9:10:01 AM	Bill Tappan	Replied to Commissioner Salter's suggestion.
9:10:27 AM	Robert Bergman	Fine with scope as is.
9:10:39 AM	Arthur Chapman	Commented on scope of Committee's focus and stated that if something comes up, it should come back to the CSC and be discussed.
9:10:54 AM	Jeannie Nix	Referred to goals that were set at last meeting; have to start somewhere in this process. CSC will want to come back and report on accomplishments. Next regular meeting 9-28-11 so at least one meeting by then and maybe one more.
9:12:42 AM	Robert Bergman	Advised that CSC President can call a special meeting to address these important issues and the sooner the better so if you want to set a special meeting, then let your clerk know.
9:13:13 AM	Jeannie Nix	Agreed it is better to address in a quick manner.
9:13:39 AM	Shane Stark	Suggested to contact CoCo to verify compliance with Brown Act.
9:14:46 AM	Jeannie Nix	Clarified the best way to contact CoCo
9:15:25 AM	Tami Douglas-Schatz	Confirmed that Warren Jenson was involved in the discussion and it is always good to bring it up in order to be sure that all things have been considered. Added, along with Jeannie, I was thinking that I was not giving the full description of what will be involved in this working group since so much was brought up at the August 3rd meeting, but one of the items was roles and responsibilities.
9:16:15 AM	Jeannie Nix	*Asked HR Director to confirm with Warren Jensen that this subcommittee of two gov't entities - what our status is as far as Brown Act is concerned. Whether the meeting needs to be noticed, etc. (Mr. Stark agreed, to be clear one way or the other.) Then, President Nix asked Tami Douglas-Schatz to inform her of the result.
9:17:03 AM	Jeannie Nix	* Motion made and seconded. 5-0-0 motion carries
9:17:24 AM	Jeannie Nix	August 3, 2011 meeting, request to BOS for sole source. Distributed Chairman Hill's reply to her request. Ref to RFP Process.

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<u>9:18:54 AM</u>	Jeannie Nix	Item 4(a): Commission President Report -no subcommittees
<u>9:19:12 AM</u>	Shane Stark	Item 4(a): Commission President Report - Comm. Counsel: Request that CSC Authorize to distribute a memo from Stark to CSC re: Library Appeal that was recently concluded. No redaction needed, distribute to staff
<u>9:20:40 AM</u>	Jeannie Nix	Suggested coming back to item 4C(1) after copies are made.
<u>9:25:52 AM</u>	Shane Stark	Rec addressing scheduling matters at Aug. 29th meeting.
<u>9:28:28 AM</u>	Tami Douglas-Schatz	2. RFP Process, asked if CSC would like to designate two Commissioners to serve on RFP panel.
<u>9:28:55 AM</u>	Jeannie Nix	Re: RFP Process closes on the 9th.
<u>9:29:10 AM</u>	Tami Douglas-Schatz	Stated the RFP went out last week and it closes on September 9, 2011.
<u>9:29:55 AM</u>	Jeannie Nix	Opened for discussion re: appointing 2 Commissioners. President Nix suggested she and Commissioner Tappan serve on subcommtee, Bergman moved, Chapman seconded, motion carries: 5-0-0.
<u>9:31:20 AM</u>	Jeannie Nix	Item 5: Job Class Spec
<u>9:31:27 AM</u>	Ken Tasseff	Personnel Analyst re: Health Education Specialist. Described what is driving this update and asked if the Commission had any questions.
<u>9:33:24 AM</u>	Bill Tappan	Q re: eliminating 5A(9) line 48; Mr. Tasseff agreed it should be eliminated due to redundancy
<u>9:35:48 AM</u>	Arthur Chapman	Q re: correction to 5A(6) correct text on line 65.
<u>9:36:25 AM</u>	Jeannie Nix	Complimented the Health Agency on the quality of service that they are providing to the Community.
<u>9:37:32 AM</u>	Kathleen Karle	Stated she will let them know
<u>9:37:42 AM</u>	Jeannie Nix	*Entertain motion to accept spec as corrected; 5-0-0 motion carries to approve spec
<u>9:38:19 AM</u>	Jeannie Nix	Ref back to Commission Counsel regarding the memo that was distributed.
<u>9:39:55 AM</u>	Shane Stark	Explained his desire to distribute the memo is so he is able to ultimately get better information.
<u>9:41:43 AM</u>	Jeannie Nix	Clarified with Mr. Stark regarding if the memo becomes public information.
<u>9:42:13 AM</u>	Shane Stark	memo may be limited distribution - by request.
<u>9:43:25 AM</u>	Jeannie Nix	Asked Mr. Stark if memo should be limited or if CS needs to specifically
<u>9:44:33 AM</u>	Robert Bergman	Suggested staying on the safe side: CoCo and HR Director
<u>9:44:41 AM</u>	Shane Stark	Suggested making memo available to the members of BOS and County Administrator as well as County Counsel, reserving the question of whether or not this is a public record or not.
<u>9:45:12 AM</u>	Jeannie Nix	Asked CSC re: releasing the confidential memo to the County Administrative Officer, BOS, HR Director and County Counsel. Entertained motion to that effect. Moved by Commissioner Chapman, Seconded by Commissioner Tappan; Motion to release confidential memo carried 5-0-0. (TDS clarified with Mr. Stark that the memo is referring to the Process of performance evaluations and not her actual performance evaluation.)
<u>9:47:19 AM</u>	Jeannie Nix	Item 6: Adjournment