

FTR Log Notes

Description			
Civil Service Commission Regular Meeting			
Date	2/22/2012	Location	CSC Regular Meeting D271
Time	Speaker	Note	
9:01:15 AM	Jeannie Nix	Item 1: Call to Order/Flag Salute/Roll Call	
9:02:07 AM	Jeannie Nix	Item 2: Public Comment Period - none. closed.	
9:02:31 AM	Jeannie Nix	Item 3: Reports. Nothing to report (Pres, Counsel)	
9:02:56 AM	Bill Tappan	Subcommittee - March 8th CSC WG meeting	
9:03:14 AM	Tami	No secky report. No pdg appeals.	
	Douglas-Schatz		
9:03:23 AM	Jeannie Nix	Item 4: New Job Spec	
9:03:32 AM	Maricela Havard	Pers Analyst - HR intro Ron Hastie Sheriff Office Commander.	
9:04:00 AM	Maricela Havard	Explained process leading to this new Job Spec. Job Class Study request showed Terrie Prince was working out of class. As a result, we have new job spec before you today.	
9:05:54 AM	Ron Hastie	Explained office is looking for a more self sufficient criminal lab; now doing things were not capable of doing in the past. including Blue Star, go into a crime scene that has been cleaned and use chemicals to show where blood stains were. Other things accompl in the future through grant funding. Step process toward the direction we hope to see our crime lab go in the future.	
9:08:33 AM			
9:08:35 AM	Bob Bergman	Asked re: process DNA?	
9:08:44 AM	Ron Hastie	Replied: not DNA, just collect, but not process.	
9:09:04 AM	Bob Bergman	Specialized position	
9:09:15 AM	Arthur Chapman	Page 2 - ability to (2nd to last bullet) operate computer, office equip. Missing "SOFTWARE" asked if it's in normal language if she also includes needing to understand the software.	
9:10:04 AM	Maricela Havard	Replied: we could certainly add that in there. (Art yes, then you have it covered.) OK	
9:10:31 AM	Bill Tappan	Clarified if the SCLT position is going away? Is this new spec replacing it?	
9:10:48 AM	Maricela Havard	Terrie is the only incumbent	
9:10:57 AM	Bill Tappan	Who does background investigations? (in house- Hastie) then Bill pointed out last page under distinguishing characteristics needs "S" ** sounds like we are moving forward. Line 38 re: maintains files, receipts...thinking the language is a bit repetative; may read better if says, "Maintains files and receipts preserve ..." delete "prevent" "Contamination" add: "PRESERVE THE"	
9:11:53 AM	Jeannie Nix	knowledge of: are they in order of importance?	
9:13:19 AM	Jeannie Nix	knowledge of: are they in order of importance?	
9:13:29 AM	Maricela Havard	They are not listed in order of importance, purposely. Just a listing.	
9:13:45 AM	Jeannie Nix	p.2, Line 13: common types of controlled substances	
9:14:22 AM	Ron Hastie	Answered re: types of controlled substances	
9:15:08 AM	Jeannie Nix	under education and experience, line 40: add'l experience. Is one yr experience sufficient to get the right person for the job?	
9:16:00 AM	maricela	That is what the state standard is.	
9:16:08 AM	Jeannie Nix	Thank you. I appreciate the feedback	
9:16:40 AM	Arthur Chapman	One yr of experience is the minimum, you can always hire someone with more experience; this sounds like a technical position. It is a supvrs position. I am wondering (Forensic Specialist) not a supervisor. How will you distinguish non suprv position?	
9:18:14 AM	Ron Hastie	FS does field work (fingerprinting, photos, fibers) and this other new spec deals with scientific analysis of samples. Does oversee assistants that come in. It is more of a clinical lab setting. This is step toward long term goal.	
9:20:00 AM	Arthur Chapman	Q are you going to come back later and request a title change that better describes a supervisor aspect. Sugg change title to Forensic Lab Suprvsr. Not necc change comp level - more accurately portray so you don't have to come back later.	
9:21:39 AM	Ron Hastie	We have had a discussion about this and decided that it is down the road so this meets immed need.	
9:22:12 AM	Bill	Is this still going before the board.	

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<u>9:22:20 AM</u>	Maricela Havard	this has to be approved first by the CSC then go to the BOS.
<u>9:22:37 AM</u>	Jeannie Nix	Open for Public Comment re: New Job Spec - none. Closed.
<u>9:23:57 AM</u>	Jeannie Nix	Item 5: CSC Procedural guidelines: review Election of Officers of CSC - We requested the HR Director bring this back due to Q's that came up at January Meeting when election of officers was held. I studied the language in new booklet. New CSC Rule Book, Procedural guidelines, section 7. Made copies to distribute to all. CSC, Tami, Rita reviewed handout** showing Jeannie's proposed changes to the Procedural Guideline. (LINK TO PDF DOCUMENT)
<u>9:29:21 AM</u>	Jeannie Nix	Opened for comment by CSC.
<u>9:29:37 AM</u>	Bill Tappan	This better defines the changes he desired
<u>9:30:13 AM</u>	Jay Salter	I think the presentation of these changes now is putting the cart before the horse. We have a protocol in place, but members of the CSC chose to ignore protocol and reelect you. The purpose is to change leadership annually. Chose to ignore protocol; I'd like to hear discussion re: ignoring the original protocol.
<u>9:31:43 AM</u>	Jeannie Nix	I believe that we discussed that at the January meeting and that was discussed. The thing before us now is the wording the way it was currently written. It was determined we would bring it back to clarify wording.
<u>9:32:37 AM</u>	Jay Salter	I would like to discuss how we got here.
<u>9:32:51 AM</u>	Jeannie Nix	we had discussed at the January mtg
<u>9:33:01 AM</u>	Jay Salter	no discussion took place in january
<u>9:33:11 AM</u>	Bob Bergman	gave reason at the time
<u>9:33:21 AM</u>	Bob Bergman	the issue with BOS and Work Group, maintain continuity during changes. First year is a learning curve. Then your term is up. With issues, I felt it was necessary that we maintain the continuity and keep pres for another term
<u>9:34:24 AM</u>	Bill Tappan	that was my exact reason and I thought I spelled that out. The rotation has not changed for your rotation.
<u>9:34:55 AM</u>	Jay Salter	Comm Bergman stated his reason - you had abandoned the
<u>9:35:46 AM</u>	Jeannie Nix	Interrupted Mr. Salter to explain - you are mischaracterizing the efforts that Mr. Tappan and I are making in an effort to bring clarification to the Commission. Issue : whether or not we will make a change to procedural guideline. not proper time to discuss your opinion.
<u>9:36:59 AM</u>	Bob Bergman	complimented Jeannie's work re: wording of proposed guideline change.
<u>9:38:17 AM</u>	Jeannie Nix	explained to Mr. Bergman that it was already written in the guidelines that way. she just bolded the entire sentence with proposed changes.
<u>9:39:13 AM</u>	Arthur Chapman	Technical changes: I think there is one sentence that can be removed, the sense is there without it being restated. Begin rotation list at 2012 and not restate the others. it's unnecessary.
<u>9:41:06 AM</u>	Jeannie Nix	By setting forth an official rotation order, has bound future Commissioners; I believe the CSC and most of us will pass into a different role at a different time. Officers do play an important role in rep Commission and giving CSC a focal point - it is important to acknowledge the CSC does have discretion in the areas it should have discretion.
<u>9:42:53 AM</u>	Arthur Chapman	I think it does need to be built into the guidelines. as my term as President I was fortunate that I did not have to handle a lot of hearings as President. On the other hand, it takes a while to learn this. It's good we all get the oppty to serve and gives different perspectives - participant rather than observer. Increases overall performance. Always unintended consequences.
<u>9:45:20 AM</u>	Jeannie Nix	I was happy with your leadership and would have been very happy to have you serve another year as president; ref to years Mr. Bergman was president, very well served as a Commission. Concept of rotation is good, but we also need to look at continuity. When I was drafting something... I tried to keep that in mind.
<u>9:46:40 AM</u>	Bill Tappan	made suggestion re: Jeannie's proposed changes: "may excersize its" / "reserve the discretion."

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<u>9:47:05 AM</u>	Art Chapman	replacing with language that follows "or" in last paragraph.
<u>9:47:52 AM</u>	Jeannie Nix	leave future commissions with discretion and so it does not look like 2 items. All agreed to leave the part about opting out as Pres/ VP.
<u>9:49:58 AM</u>	Jay Salter	appreciate discussion regarding continuity. January it was clear that we needed new leadership - you (JN) did everything you could to keep that from happening.
<u>9:51:11 AM</u>	Jeannie Nix	opened for public comment
<u>9:51:18 AM</u>	Kimm Daniels	SLOCEA - if you are to eliminate the last sentence in bold...
<u>9:51:59 AM</u>	Art Chapman	my intent to replace the phrase: "the commission may exercise..."
<u>9:53:26 AM</u>	Jeannie Nix	I would like to hear from the HR Director
<u>9:53:39 AM</u>	Tami Douglas-Schatz	Nothing to add; I appreciate the oppty.
<u>9:53:49 AM</u>	Jeannie Nix	Anything else from the public?
<u>9:53:58 AM</u>	Susan Hoffman	Addressed CSC - intro: Deputy CoCo. I understand that when guidelines were adopted, there was an orderly change set forth in the guidelines. This revision seems to be now expressing the value of continuity. My understanding was that when these guidelines were first adopted "shall hold office for 1 yr term" as term limit. Now we have a President that is serving a 2nd term. If the value of continuity is now becoming operative principle then consider revising the 1 yr term language - Value of fresh perspective being replaced with value of
<u>9:56:24 AM</u>	Bob Bergman	I served as CSC President, reelected every year in January for a 1 yr term.
<u>9:56:54 AM</u>	Ken Tasseff	Pers Analyst - how did we get to this point? Expectations: saw guidelines as being more rigid. rec to CSC proposed language - end it after stating the commission pres serve 11 months prior. instead just use your good governance to determine if it is a time to have change or a time to have continuity. go ahead and give yourself latitude and use good stewardship to govern yourselves once a yr.
<u>9:58:32 AM</u>	Jeannie Nix	good suggestion. thanked Mr. Tasseff; seeing no further comment...
<u>9:58:47 AM</u>	Rita Neal	given that description in agenda say "review guideline" suggest: direct staff to come back at nx mtg with final draft*, everyone will have oppty to see language and get it right.
<u>9:59:24 AM</u>	Bill Tappan	Rule 3.02 does state have election - not a guideline.
<u>10:00:17 AM</u>	Jeannie Nix	That poses Q - do we need selection of officers as guideline if it is already stated as rule? Difference is pointing out 11 mos. and asked Commission what they would like to do. rely on 3.02 or simply removing ref to rotation.
<u>10:01:46 AM</u>	Bob Bergman	I do like rotation but keep 11 mos requirement in there.
<u>10:02:09 AM</u>	Bill Tappan	there is some benefit to the guidelines
<u>10:02:19 AM</u>	Art Chapman	I know there is true value in suggesting the rotation - training - relieves the person currently serving as President. Recmd we have another discussion before making changes at next meeting.
<u>10:04:55 AM</u>	Jeannie Nix	help is needed in developing skills. leave in select ...yes.
<u>10:05:39 AM</u>	Jeannie Nix	other issue is sentence: may opt not to be pres...
<u>10:06:13 AM</u>	Art Chapman	Remember distinctly that Mr. Tappan may not want to be President and needs to be built in so we can continue the rotational schedule...at that point, the CSC has the discretion to select
<u>10:07:04 AM</u>	Bob Bergman	Comfort that it can be opted out.
<u>10:07:42 AM</u>		
<u>10:08:09 AM</u>	Art Chapman	first sentence, we also don't mention VP- May opt not to be the Pres of VP...
<u>10:08:45 AM</u>	Jeannie Nix	Let's move on and we will direct HR staff with Pres/ VP and one without.
<u>10:09:10 AM</u>	Tami Douglas-Schatz	Clarified proposed changes: omit any reference where it has the year, district, all if coming out? All agreed, update. just put in one year, starting point.
<u>10:10:32 AM</u>	Jeannie Nix	Next item / Jay wanted to add to next agenda

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<u>10:10:52 AM</u>	Rita Neal	let Commission know that generally the Brown Act does not speak to setting agenda. that is policy. Rules 3.01d(2) the sect'y has duty to prepare agenda and schedule hearings; in your procedural guid. p. 2 IV where it says agenda. The agenda prep by secty of commission - HR Director having discretion as to what is included; items to be submitted by 5pm on 8th bus days prior to regular meeting except as pre or majority of CSC wants to add (4 days prior to setting agenda)
<u>10:12:40 AM</u>	Rita Neal	If something is going to be added, it is requested by the Pres CSC or majority of CSC.
<u>10:13:08 AM</u>	Jeannie Nix	Ref to when Mr. Bergman was pres she would call him.
<u>10:15:46 AM</u>	Rita Neal	Rule 3.02 d2 req that HR Director/ Secty re past practice of her setting agenda - look to guidelines, speaks to the timing.
<u>10:16:58 AM</u>	Bob Bergman	Made request of former HR Director that Commission could add to agenda. Important (4-5 yrs ago, minutes)
<u>10:18:00 AM</u>	Rita Neal	6-27-07 revision speaks to CSC adding items to agenda - majority
<u>10:19:33 AM</u>	Jeannie Nix	As it's written, do you think we need to add something
<u>10:20:04 AM</u>	Rita Neal	Commissioner Salter has asked that something be put on the agenda. Is there an action to allow that or not - the rules are silent.
<u>10:20:32 AM</u>	Jay Salter	We have a quorum and you can make a decision as to whether the item is
<u>10:21:15 AM</u>	Rita Neal	Caution from taking formal action; can leave this meeting and the individual can ask HR Director to add.
<u>10:21:54 AM</u>	Jeannie Nix	Disagree with what I am hearing; if member left mtg and wanted to add to agenda
<u>10:22:24 AM</u>	Art Chapman	According to para A, the Secty has discretion to put it on the agenda or not. If not, then the Pres of CSC or Majority could overrule at that time.
<u>10:23:18 AM</u>	Jeannie Nix	Addressed Mr. Salter's item (he is requesting to add to next agenda)
<u>10:23:35 AM</u>	Jay Salter	Re: lunch together at taxpayers expense. I think we should discuss in open session re: how we got to this point and all agreed to set on next month's agenda.
<u>10:24:36 AM</u>	Rita Neal	Description: Discuss Commission's Practice - hold any action until following meeting.
<u>10:25:26 AM</u>	Bob Bergman	If we noticed the meeting, we could notice it.
<u>10:25:41 AM</u>	Rita Neal	Will bring updated info to next month's meeting
<u>10:25:50 AM</u>	Jeannie Nix	Adjourned to Closed Session - interviews.
<u>11:59:08 AM</u>	Jeannie Nix	Back on OPEN record. Completed item 6 on agenda - Interview. Reportable action taken: CSC decided to ask HR to retain outside counsel: Steve Simas.
<u>11:59:41 AM</u>	Jeannie Nix	Next item is Closed Session. First, adjourn to lunch until 1:15 PM - to return for item 7 (Closed Session re: A10-010 deliberations)
<u>1:08:23 PM</u>	Jeannie Nix	Item 7: Closed Session - deliberation re: A10-010. Closed Session to discuss F&D with outside counsel, Jayne Williams.
<u>2:27:35 PM</u>	Jeannie Nix	Back on CLOSED record - (HR has this information re: CONFIDENTIAL employee Personnel Record.
<u>2:29:36 PM</u>	Jeannie Nix	Commissioner Art Chapman made a motion to adopt the Findings and Decision re: Appeal #A10-010 and authorized President Nix to sign on behalf of the Commission; Bill Tappan seconded. Roll call vote: 5-0-0 motion carried.
<u>2:30:30 PM</u>	Jeannie Nix	Adjourned.