

FTR Log Notes

Description			
Civil Service Commission Regular Meeting			
Date	3 /28/2012	Location	CSC Regular Meeting
Time	Speaker	Note	
8:20:36 AM	Test Equipment		
9:00:31 AM	Jeannie Nix	Item 1: Call to Order/Flag Salute/Roll Call	
9:01:15 AM	Jeannie Nix	Item 2: Public Comment Period	
9:02:16 AM	Jay Salter	Item 3: Approval of Minutes; Jay Salter Commented re: 12-21-2012 Minutes	
9:02:57 AM	Jeannie Nix	Responded to Jay Salter's question re: the BOS Letter.	
9:04:36 AM	Bob Bergman	Agreed.	
9:04:40 AM	Jeannie Nix	Art moved to approve 12-21-2012 Minutes as written; Bergman seconded.	
9:05:25 AM	Jeannie Nix	Bill Tappan moved to approve 1-10-12 minutes as written; Art Chapman 2nd - motion carried 5-0-0. Art Chapman made a motion to approve 1-11-2012 minutes as written: Bill Tappan 2nd: motion carried	
9:06:53 AM	Jeannie Nix	Item 4 Reports - Pres: no report ; Counsel: no report	
9:06:58 AM	Bill Tappan	Subcommittee Report: meeting set for today with Jim Grant and Tami Douglas-Schatz	
9:07:49 AM	Tami Douglas-Schatz	Secretary Report: Nothing to report.	
9:08:15 AM	Rita Neal	Recommended public comment for approval of minutes.	
9:08:34 AM	Jeannie Nix	Opened Public Comment re: Item 3. None.	
9:08:50 AM	Jeannie Nix	Item 5: Job Spec - New: MH Nurse Practitioner	
9:09:05 AM	Ken Tasseff	Pers Analyst, HR: Described the reason for needing the new spec for MH Nurse Practitioner, update the MQ's and included current language and format.	
9:10:46 AM	Jeannie Nix	Opened it to the Commissioners for Q's	
9:10:54 AM	Bill Tappan	Q: 5A3 line 33-36	
9:11:28 AM	Ken Tasseff	Introduced and ref to Karen Baylor - Behavioral Health Administrator, she addressed Commissioner Tappan's Q. Agreed with Commissioner Tappan and offered suggestions for changes in language.	
9:13:14 AM	Bill Tappan	Agreed with Mr. Tasseff; asked what a furnishing number is. Karen Baylor explained the language was pulled from the licensing board.	
9:13:59 AM	Art Chapman	Q: re- Organizational structure. Karen Baylor explained how Health Agency is related to Behavioral Health. Clarified term: "department"	
9:15:11 AM	Bill Tappan	5A6 on org chart; Ken Tasseff explained it is a reclassification	
9:15:56 AM	Art Chapman	Karen Baylor explained process of hiring Staff Psych and Nurse Practitioners. Asked Ken Tasseff why a specialty was not just added to existing spec.	
9:17:26 AM	Ken	Add'l training req for Nurse Practitioner	
9:17:40 AM	Jeannie Nix	Clarified with Ms. Baylor re: duties of Nurse Practitioner medical/ mental health. NP outpatient; psych inpatient (Baylor) and clarified (5A6) org chart	
9:19:58 AM	Ken Tasseff	Higher rate of pay as NP (diff) (Art) save money in the budget by filling psych positions with NP's with Differential...good idea.	
9:21:11 AM	Kimm Daniels	GM SLOCEA; supports this classification - understaffed for a long time and this will alleviate that as well as incumbant will no longer be working out of class.	
9:22:07 AM	Jeannie Nix	no further Public Comment; Art Chapman motion to approve as modified; Bill Tappan seconded: motion carried 5-0-0.	
9:22:50 AM	Jeannie Nix	Item 6a: Spec revision	
9:23:34 AM	Ken Tasseff	Permit Technician/ update to " Land use Technician" and update the duties to reflect what the ee's are currently doing. More consistent with other paraprofessional positions in the County.	
9:24:41 AM	Jay Salter	Q: 6A10 - education or experience. Ken Tasseff explained that the education req were updated in the new version. Minimum HS education.	
9:25:25 AM	Jeannie Nix	Does it specify HS diploma: Art Chapman commented re: AA spec. Ken clarified education implied in MQ's.	
9:27:02 AM	Jeannie Nix	is this part of reclass or revision to make terminolgy more up to date with current practice (Ken) opened to PC - none	

FTR Log Notes

<u>9:27:52 AM</u>	Jeannie Nix	moved to approve spec as written by Art Chapman; Bob Bergman 2nd; motion carried 5-0-0.
<u>9:28:54 AM</u>	Jeannie Nix	Item 6b: Crime Prevention Specialist - revision
<u>9:29:24 AM</u>	Ken Tasseff	in order to recruit, we needed to update the spec to include a broadcast journalist degree
<u>9:29:50 AM</u>	Rob Reid	making more current in language and scope to reflect duties of position currently doing
<u>9:30:22 AM</u>	Jay Salter	Q: 6B2 re: Definition, under direction of who?
<u>9:31:13 AM</u>	Rob Reid	Follows normal chain of command
<u>9:31:27 AM</u>	Bill Tappan	6B6 line 9; clarified meaning of community members (public also)
<u>9:31:52 AM</u>	Jeannie Nix	clarified spec details with Chief Reid
<u>9:33:44 AM</u>	Bill Tappan	Commented on Ms. Swaine - good representative for the Dept.
<u>9:34:20 AM</u>	Jeannie Nix	Opened for public comment - none.
<u>9:34:37 AM</u>	Jeannie Nix	Bob Bergman made a motion to approve specs as written, Bill Tappan 2nd; motion carried 5-0-0
<u>9:35:12 AM</u>	Jeannie Nix	Expressed her appreciation to the departments for their patience in the CSC review spec review process
<u>9:35:46 AM</u>	Jeannie Nix	Item 7: CSC Procedural Guidelines proposed revision (action) open to comments from CSC based on written language
<u>9:36:53 AM</u>	Jay Salter/ Bob Bergman	defer to fellow commissioners
<u>9:37:10 AM</u>	Art Chapman	commented on proposed language (7) suggests take next person in order under most circumstances
<u>9:38:44 AM</u>	Bill Tappan	only concern is where that stmt is put; sb in first paragraph. stip only when next in line for CSC Pres/ VP position and does not want do it.
<u>9:39:40 AM</u>	Bob Bergman	sb more clear in upper para rather than lower para - referred to Rita Neal, CSC Counsel
<u>9:40:13 AM</u>	Rita Neal	yes, I do believe it would make it more clear; may do so according to rotation (says currently) indicates in the event a member opts out; you have 2 options.
<u>9:41:02 AM</u>	Bob Bergman	reason moved to top para; something could happen where they do not demonstrate leadership quality; sb in both paragraphs.
<u>9:41:40 AM</u>	Jay Salter	issue is when change was made to guideline; intent was to have new leadership in place each year to bring new ideas/ fresh approach. the proposed language indicates avoidance of this process; change "may" to "shall" only.
<u>9:42:41 AM</u>	Art Chapman	2nd line - January of each year "and may" and Commission "shall" also 3rd "may"
<u>9:43:18 AM</u>	Jay Salter	Reflects the original intent when it was adopted in the first place.
<u>9:43:54 AM</u>	Jeannie Nix	Agree with Mr. Tappan "may do so in accordance..." concerned that wording indicate that the Commission's intent is clear. Specify the CSC has discretion to appoint VP or Pres out of rotational order.
<u>9:45:04 AM</u>	Bill Tappan	Ms. Neal's direction is appropriate.
<u>9:45:18 AM</u>	Rita Neal	Last Phrase - ex discretion to select and appoint...
<u>9:46:50 AM</u>	Jeannie Nix	clarified changes.
<u>9:47:14 AM</u>	Jay salter	Ask Counsel re: her view as to what this will accomplish in the future?
<u>9:47:36 AM</u>	Rita Neal	pref to rotate, but also provide discretion re order; no limit as to how long someone could serve as president. and vp.
<u>9:48:28 AM</u>	Bill Tappan	term remains as one year (Rita clarified)
<u>9:49:10 AM</u>	Jeannie Nix	This revision provides oppty for continuity as needed.
<u>9:50:40 AM</u>	Bill Tappan	agree with Mr. Salter the intent is to rotate; but there are occasions for discretion -
<u>9:51:18 AM</u>	Jeannie Nix	CSC was trying to find a way to make it clear to the public and HR Staff that the CSC can use discretion
<u>9:51:52 AM</u>	Rita Neal	not legal issue/ policy issue. values decision; up to the CSC.
<u>9:52:15 AM</u>	Jeannie Nix	opened to public for comment -
<u>9:52:38 AM</u>	Kimm Daniels	SLOCEA GM - clear this issue has caused disagreement amongst CSC. Appreciate need for latitude: oppty to learn role esp in hearings
<u>9:55:02 AM</u>	Jeannie Nix	Motion to adopt selection of officers language in Procedural Guidelines as amended made by Bob Bergman; 2nd Bill Tappan - (Roll call vote) VP Salter voted "NO" motion carried 4-1-0.
<u>9:56:50 AM</u>	Jeannie Nix	break until 10:10

FTR Log Notes

<u>10:09:21 AM</u>	Jeannie Nix	Item 8 - Open re: discuss lunch
<u>10:10:01 AM</u>	Jay Salter	According to rules 2 compensation for CSC members - appearance of inpropriety - I am not going to go to lunch anymore and I think it is wrong for the taxpayers to pay for our lunches - something we have been doing for quite sometime and relinquish Cr card to Administrative Office where it came from in lieu of pay raise as I recall.
<u>10:12:16 AM</u>	Jeannie Nix	Suggested Mr. Bergman report on his recollections
<u>10:12:41 AM</u>	Jay Salter	asked for oppty to explain wht the background is to putting this on agenda and ask to entertain a motion to relinquish card.
<u>10:13:11 AM</u>	Bob Bergman	Had conversation at that time with BOS 6-8 years ago re: compensation. Not sure what action the BOS took, the BOS has chosen not to change rate of CSC stipends but suggested paying for lunch instead. BOS gave direction to Mr. Edge to issue credit card for CSC lunches at that time
<u>10:14:48 AM</u>	Jeannie Nix	asked CSC for further comments
<u>10:14:56 AM</u>	Bill Tappan	Also travel expenses were offered as compensation
<u>10:15:31 AM</u>	Art Chapman	It is a volunteer position that we do as a public service partially; nice not to have an out of pocket expense - not absolutely necessary to have that benefit. I do share Ms. Neal's concern and Mr. Salters re the appearance as far as the Brown Act. It is important that we are careful with appearance of inpropriety.
<u>10:17:14 AM</u>	Jeannie Nix	Asked HR Director re her comments
<u>10:17:26 AM</u>	Tami Douglas-Schatz	HR experience is the CSC has provided a credit card for lunch as past practice; there was a shift when the issue was addressed in the Brown Act presentation
<u>10:18:27 AM</u>	Rita Neal	recognize it is a sensitive issue and the CSC wants to do the right thing; opined it should be avoided. Since then, a couple of things that have occured since December. As quasi judicial body, you deal in serious issues / decisions. Advised that Supervisory Training occured and comment made from audience re CSC having lunch together.
<u>10:21:36 AM</u>	Rita Neal	Could list lunch location on agenda. How do you judge who can attend lunch and who can't. But it might unintentionally bias you as a quasi judicial body if a witness, for example, were to join you for lunch and discuss personal circumstances.
<u>10:23:41 AM</u>	Rita Neal	Tulare County BOS had issue over going to lunch together and they stopped the practice. Ref to Auditor-Controller, Gere Sibbach for comment later re travel policy where the County pays if work goes into the lunch hour while working.
<u>10:27:29 AM</u>	Jeannie Nix	Asked Mr. Sibbach to come forward and enlighten the CSC on rules as applies to this topic.
<u>10:28:04 AM</u>	Gere Sibbach	Auditor-Controller addressed the Commission; ref mileage reimbursement is correct, IRS rate varies each year not discretionary - same for all ee's. As far as cr card, the issue is who is receiving the meal. Travel Policy indicates request reimbursement, policy is strict, rules are different when you're traveling outside on business.
<u>10:30:58 AM</u>	Gere Sibbach	When business is pursued during the meal then lunch is paid for, according to policy. So if CSC does not discuss business during lunch then meal should not be paid for under that circumstance.
<u>10:33:52 AM</u>	Gere Sibbach	checked with staff, and other commissions are not being paid for lunch, gave examples of other departmental commissions.
<u>10:35:08 AM</u>	Bill Tappan	Asked Mr. Sibbach if CSC is considered Officer or employee
<u>10:35:28 AM</u>	Gere Sibbach	Can include volunteers, stipend
<u>10:36:38 AM</u>	Jeannie Nix	Any other public comments?
<u>10:36:47 AM</u>	Kimm Daniels	SLOCEA GM - re lunching together, stated that she avoids going to the same restaurant as CSC in order to avoid appearance of inpropriety.
<u>10:39:37 AM</u>	Jeannie Nix	no further requests to speak. back to CSC
<u>10:39:55 AM</u>	Jay Salter	can we take action on this today?
<u>10:40:31 AM</u>	Rita Neal	replied that there a couple of ways to do it.
<u>10:41:11 AM</u>	Bob Bergman	Commented re listing the lunch on the agenda
<u>10:41:48 AM</u>	Rita Neal	Described the difficulty in carrying this out and advised against it.
<u>10:43:39 AM</u>	Bob Bergman	Asked Ms. Neal re: amendment to definition of meetings/ social events

FTR Log Notes

<u>10:44:31 AM</u>	Rita Neal	Explained social events are larger forum with mixed group of people. This is a slippery slope and there are a lot of grey areas. I don't know if there is absolute clarity when it comes to this issue.
<u>10:46:35 AM</u>	Bill Tappan	We'd be going to a very public place; Bob agreed
<u>10:47:23 AM</u>	Rita Neal	Clarified one thing Ms. Daniels said; when juries go to lunch together, the court sends a bailiff along and they are admonished that they are not to talk about the case.
<u>10:48:28 AM</u>	Bill Tappan	Grand Jury committees went to lunch together (Rita - they are not a Brown Act body)
<u>10:48:53 AM</u>	Art Chapman	commented re discussion - convinced that at least I need to take Ms. Neal's advise; it is prudent of me to take our counsel's advice on this issue. I will refrain from having lunch with entire Commission to avoid appearance of inpropriety. We work so hard to maintain our integrity as a Commission: whatever we can do in our power, we should do it.
<u>10:50:32 AM</u>	Bob Bergman	I can see the policy where it stands; ref to Mr. Sibbach re how did that orig take place by the BOS.
<u>10:50:58 AM</u>	Gere Sibbach	Policy updated by the BOS a few yrs ago, but that part wasn't changed. (Bob) how did this take place? Mr. Sibbach referred to the David Edge era. But it was a past practice. It boils down to if you are continuing a meeting during lunch - according to travel policy rules.
<u>10:53:34 AM</u>	Bob Bergman	suggests having lunches on our own and not ask for compensation.
<u>10:53:54 AM</u>	Jeannie Nix	ref to Rita Neal. Does action need to be taken
<u>10:54:25 AM</u>	Rita Neal	no motion needs to be made
<u>10:55:17 AM</u>	Gere Sibbach	Further explained the policy and Auditor staff duties in keeping within guidelines.
<u>10:55:56 AM</u>	Jeannie Nix	Rita's comments re: perception, compensation according to travel policy, counsel's advice to stop meeting for lunch - fine with that. Don't need a motion to follow our own conscience as Mr. Chapman stated.
<u>10:57:45 AM</u>	Rita Neal	Up to each individual
<u>10:58:22 AM</u>	Jay Salter	Did not intend for CSC not to meet; just surrender credit card and not ask for reimbursement.
<u>10:58:58 AM</u>	Jeannie Nix	We are all saying the same thing.
<u>10:59:12 AM</u>	Gere Sibbach	offered to pull the credit card; Bob Bergman said he will not ask for it anyway. (card is issued by Auditors to HR for qualified expenses in general).
<u>11:00:05 AM</u>	Jeannie Nix	We want to stay within county policy now that we fully understand it.
<u>11:00:32 AM</u>	Jeannie Nix	item 9: CSC Procedural guidelines - Action Item. Clerk handed out easier to read version that Jeannie emailed to HR Director on Friday, March 23, 2012 after packet was distributed. **Link to Proposed Language re Procedural Guidelines**
<u>11:03:30 AM</u>	Jay Salter	Asked procedural Q - concerned that this matter is premature since it is an issue for the CSC Working Group which you are meeting with the HR Director and Jim Grant. Seems to be an attempt to conduct bargaining outside of the negotiations process.
<u>11:04:51 AM</u>	Jeannie Nix	explained her perspective as to how items are currently placed on the agenda.
<u>11:06:29 AM</u>	Jay Salter	ref to HR Director and Counsel
<u>11:06:38 AM</u>	Jeannie Nix	At appropriate time, they will have oppty for comment.
<u>11:06:57 AM</u>	Bob Bergman	This is a matter re the CSC only not the HR Director.
<u>11:07:27 AM</u>	Art Chapman	Commented on language;
<u>11:09:04 AM</u>	Bill Tappan	Likes the new wording; clarifies a problem that does come up.
<u>11:09:22 AM</u>	Tami Douglas-Schatz	HR Director; Commented about placing items on the agenda - suggested discussing this topic in the working group and having an opportunity to review it further.
<u>11:11:34 AM</u>	Rita Neal	commented that she has discussed this topic with Ms Nix via email.
<u>11:11:38 AM</u>	Jeannie Nix	Public Comment - none. - President Nix further explained purpose for making this change, gave examples of when less than a majority of the CSC wants an item on the agenda. Not an attempt to reduce authority of Secty but to clarify procedure.
<u>11:16:10 AM</u>	Tami Douglas-Schatz	Item concept was ok but wording was not agreed upon;

FTR Log Notes

<u>11:17:19 AM</u>	Jeannie Nix	This change would help the Commission to have agenda items go through CSC president
<u>11:18:02 AM</u>	Rita Neal	Any CSC Member could add an agenda item; then amendment made re having majority add item.
<u>11:18:58 AM</u>	Bob Bergman	I am the one who asked to change the procedural guideline originally due to past HR Director refusing to put item on the agenda and this is what I wanted at that time. Make motion to approve this wording as written. Bill Tappan 2nd - have discussion
<u>11:20:29 AM</u>	Art Chapman	Tami oppty to discuss this topic in working group; no reason we can't bring this back after WG Meeting then have a final vote on it.
<u>11:21:08 AM</u>	Jay Salter	Recall opening remarks to table the matter and that is still out there without a second.
<u>11:21:54 AM</u>	Bob Bergman	We agreed to add item 8 as Mr Salter requested. This is just limiting the Commissioners.
<u>11:22:39 AM</u>	Art Chapman	If I heard her correctly she has not had time to look into this yet; hopefully between now and the next time we meet, it will give her an oppty to review; won't harm process by delaying - it would only make it clearer.
<u>11:23:53 AM</u>	Jay Salter	struggling over 9 mos. developed and there's a chance it could be settled after negotiations process is concluded; matter of good manners if nothing else.
<u>11:24:52 AM</u>	Jeannie Nix	reopen to public comment
<u>11:24:57 AM</u>	Kimm Daniels	SLOCEA - request that Commission table this until next meeting. 2 commissioners are not comfortable; tabling allows tabling to take place, no harm in loss of that time and everyone will have oppty to discuss further with add'l information.
<u>11:26:07 AM</u>	Bob Bergman	Request that next mtg: April 25th at 1:00 PM that day instead of 9:00 AM.
<u>11:26:45 AM</u>	Bill Tappan	I don't think we need to add another item to the meeting today re: CSC Working Group
<u>11:27:22 AM</u>	Jeannie Nix	Explained the reason for this change where 1 commissioner asked to add item to agenda; asked to be removed; items stricken. This addressed protocol and gives clarity.
<u>11:28:47 AM</u>	Bob Bergman	This has nothing to do with allegations, ready to vote today.
<u>11:29:03 AM</u>	Jay Salter	Cut to the chase, President should not be able to stop another from adding.
<u>11:29:26 AM</u>	Bob Bergman	You have oppty to add to next agenda during meeting.
<u>11:30:08 AM</u>	Jay Salter	Anyone else?
<u>11:30:24 AM</u>	Art Chapman	based upon other experiences I have had, ref to BOS model
<u>11:31:28 AM</u>	Rita Neal	Explained BOS procedure.
<u>11:32:13 AM</u>	Art Chapman	Secty acting on CSC behalf ultimate discretion falls to the body, by electing a pres/ chair we have invested in that position is (1) power of agenda. In the instance that you recall that spurred this, Mr. Salter and I were the only ones at the mtg. Mr. Salter was VP, Acting Pres at the time.
<u>11:34:35 AM</u>	Rita Neal	When those items were added to the agenda, Mr. Salter was acting Pres. at the time. Opined that the way the rules and guidelines read, any Commissioner could add an item.
<u>11:35:46 AM</u>	Jeannie Nix	talking about specific clarification that was requested by the HR Director to help facilitate the agenda.
<u>11:36:47 AM</u>	Bob Bergman	motion, 2nd. ask for rol call.
<u>11:36:57 AM</u>	Bill Tappan	responded to Mr. Salter
<u>11:37:43 AM</u>	Natalie Walter	DSS, addressed Commission - 2 commissioners have asked that this matter be tabled; HR Director also has asked to table the matter until the next regular meeting. The perception that you would not give more time to your fellow commissioners is disconcerting.
<u>11:39:07 AM</u>	Jeannie Nix	roll call vote - no all 5; motion did not carry to approve item 9 at this time.
<u>11:39:47 AM</u>	Bill Tappan	Bring back in a month. all agree. (on next agenda)
<u>11:40:11 AM</u>	Bob Bergman	requested the next regular meeting begin at 1:00 on April 25, 2012 since he won't be able to make it until then.
<u>11:40:19 AM</u>	Jeannie Nix	Adjourned.