

FTR Log Notes

Description		
Date	9/26/2012	Location
		Civil Service Commission
Time	Speaker	Note
9:01:30 AM	Item 1: Call to Order/Flag Salute/Roll Call	All CSC 5-0-0; Steve Simas - CSC Counsel (for training outline item); Rita Neal - CSC Counsel; Tami Douglas-Schatz -HR Director/ CSC Sect'y. Robin Mason - CSC Clerk
9:02:13 AM	Item 2: Public Comment Period	none, closed.
9:02:36 AM	Item 3: Approval of Minutes -	2-22-12 AC/BT apprvd as presented; 3-28-12 Bob - correct who seconded motion p. 3b5 AC/BT apprvd as corrected ; 4-25-12 AC correction, BT/AC apprvd as corrected. 5-23-12 BB/ BT apprvd as presented. (Note: Art Chapman absent so abstain from all other minutes.) 5-24-12 BB/ BT apprvd as corrected - "no action instead" 4-0-1 (abstain AC.)
9:08:02 AM		5-30-12 BB / BT approved min as presented 4-0-1.
9:08:21 AM		6-28-12 BB/ BT approved as presented 4-0-1.
9:08:50 AM	Item 4 Reports	Jeannie to defer her reporting time
9:09:11 AM	Rita Neal	Last meeting today - County Counsel. Appt. Tim McNulty will be changing assignments, not yet decided who will be rep CSC. Will email. Available for any questions.
9:11:01 AM	Comm Subcommittee	Bill Tappan - Aug 30th meeting with TDS, BT, JN - concluded all issues at that meeting. Looking forward to comments on letter Tami will address during Secty time.
9:11:39 AM	Secty Report	Tami Douglas-Schatz - intro Megan Fisher, Pers Analyst joined us 2 mos. ago from private industry - Wisconsin.
9:12:46 AM	Tami Douglas-Schatz	No dates needed at this time for hearings
9:13:17 AM	" "	Staff Report: 4D(1)
9:15:20 AM	Jeannie Nix	Invite Commissioners to weigh in on items then report back to BOS.
9:16:03 AM	Art Chapman	commented
9:16:42 AM	Jay Salter	Happy this is apparently resolved
9:17:06 AM	Bob Bergman	Compr. position, let it go at that.
9:17:19 AM	Jeannie Nix	Sought to find common ground - professional and open conversation going fwd.
9:18:34 AM	Art Chapman	Does CSC need to approve this?
9:18:43 AM	Rita Neal	Recv and file only, no action needed.
9:18:54 AM	Art Chapman	What about Communication with the BOS?
9:19:05 AM	Tami Douglas-Schatz	Either direction from CSC to email or write letter; or verbally tell the BOS - glad to copy the BOS and copy the Commission. Bill and Jeannie agreed.
9:19:55 AM	Jeannie Nix	Since BOS was involved in ad hoc committee, follow up
9:20:22 AM	Rita Neal	As president, Jeannie can direct Tami to go ahead
9:20:47 AM	Jeannie Nix	Directed Tami of progress and notify BOS of resolution.
9:21:02 AM	Tami	Thanked Jeannie and stated she would do so.
9:21:21 AM	Jeannie Nix	Public Comment opened re item 4D(1) none, closed.
9:21:51 AM	Jeannie Nix	*Report back from TDS at next meeting *
9:22:07 AM	Item 5(A)	Training Outline
9:22:27 AM	Jeannie Nix	Intro Steve Simas, Commission Counsel
9:22:47 AM	Steve Simas	Presumed audience was everyone - went through outline page 5(A)1-4 (approx. 2 hr training) Opened to CSC for discussion/ questions
9:25:49 AM	Jeannie Nix	Asked HR Director re: her comments on outline
9:26:02 AM	Tami Douglas-Schatz	Made suggestions for successful training.
9:27:09 AM	Bill Tappan	Likes the outline, helpful.
9:28:25 AM	Art Chapman	Commented on his background, training prior to the first hearing with CSC, Counsel to describe how the process works and the responsibilities of the new Commissioner so they are effective more quickly. Prefer new Commissioner orientaion should occur immediately. Initial orientation then a thorough orientation
9:31:07 AM	Bob Bergman	First of the yr. Commission will change so push to Jan/ Feb.
9:31:27 AM	Jeannie Nix	Beginning of the new yr.

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<u>9:31:37 AM</u>	Tami	First of the year
<u>9:31:49 AM</u>	Douglas-Schatz	
<u>9:32:09 AM</u>	Jeannie Nix	re: CSC Orientaion
<u>9:32:09 AM</u>	Steve Simas	Hearings orientation for Commissioners.
<u>9:33:43 AM</u>	Rita Neal	Impl. with new supervsr orientation/ training.
<u>9:33:59 AM</u>	Bill Tappn	maybe have a commissioner in the training alongside Mr. Simas
<u>9:34:17 AM</u>	Steve Simas	Agreed Commissioner would be a valuable component.
<u>9:34:46 AM</u>	Jay Salter	Suggested syllabus or manual to refer to
<u>9:35:29 AM</u>	Art Chapman	Binder of useful materials: CSC rules, etc.
<u>9:35:49 AM</u>	Jeannie Nix	helpful materials provided but experience brings up more questions. Any other suggestions? Clarify process.
<u>9:37:09 AM</u>	Rita Neal	Comm Counsel - Can give direction today - no need to approve - fluid document.
<u>9:38:10 AM</u>	Public Comment	Kimm Daniels - commented re training outline.
<u>9:40:11 AM</u>	Jeannie Nix	Closed PC, back to CSC
<u>9:40:17 AM</u>	Bob Bergman	re: having Commissioner involved, comment re: progressive disc.
<u>9:41:41 AM</u>	Art Chapman	Sup. Training - Progressive Discipline - participation in the past, valuable.
<u>9:42:16 AM</u>	Jeannie Nix	Commented on training and is a good starting point.
<u>9:43:39 AM</u>	Bill Tappan	Commend whoever is training
<u>9:44:06 AM</u>	Bob Bergman	If any Supvsr from sworn personnel, there are POBAR rules to consider
<u>9:45:03 AM</u>	Steve Simas	Took note of that as well.
<u>9:45:13 AM</u>	Jeannie Nix	Give direction to Simas and Tami to move fwd with refining training for first of the year. Jan. 2013.
<u>9:45:47 AM</u>	Steve Simas	Asked the Commission re: time frame target for training.
<u>9:46:37 AM</u>	Tami	Power Point then fine tune it for max efficiency.
<u>9:47:51 AM</u>	Douglas-Schatz	
<u>9:47:51 AM</u>	Art Chapman/ Jeannie Nix	2.5 - 3hrs. should be practical for employees to attend. Mr. Simas confirmed guidance. Suggested Mr. Simas bring back Oct mtg status report. no further discussion.
<u>9:50:01 AM</u>	Item 6	Admin Analyst Aide Rev Spec
<u>9:50:15 AM</u>	Mark McKibben	Pers Analyst - intro Ron Alsop - Prin Analyst OES
<u>9:50:51 AM</u>	"	explained reason for spec - if approved reallocate from clerical to paraprofessional/ technical. changed education requirements.
<u>9:53:32 AM</u>	Jeannie Nix	Any Q's of CSC?
<u>9:53:41 AM</u>	Art Chapman	6A-2 re: budgeting fro Co Depts and/or Agencies?
<u>9:55:47 AM</u>	Rita Neal	Suggested: change to Co dept, districts and agencies
<u>9:56:11 AM</u>	Jeannie Nix	Ref to org chart (vac AA III)
<u>9:56:39 AM</u>	Ron Alsop	yes current admin duties will be absorbed by Admin Analyst Aide. Explained primary aide work, some AA III work.
<u>9:57:42 AM</u>	Jeannie Nix	with one addition on 6A-2, public comment? Kimm Daniels - agrees. closed.
<u>9:58:49 AM</u>	Jeannie Nix	motion and 2nd to approve with 1 ammendment. 5-0-0 BT (1), 2nd JS
<u>9:59:15 AM</u>	Item 6B - Emily Dabner-Rutter	Community Service Aide - intro Natalie Walter from DSS. revised to ensure education requirements meet basic level. pointed out where spec fits into org chart on 6B(8)
<u>10:01:44 AM</u>	Jeannie Nix	any Qs - Bill Tappan, ref 6B(1) asked if SLOCEA has approved it or reviewed it.
<u>10:02:21 AM</u>	Emily Rutter/ Natalie Walter	one wish of SLOCEA is it would be a career series, not right now. ref Service & Maintenance.
<u>10:03:48 AM</u>	Art Chapman	ref 6B-2 "support" and also 6B-6 under ability to 5th bullet, maintain records - Natalie clarified, maintain file on clients and also filing.
<u>10:06:27 AM</u>	Jay Salter	Referring to Mr. Alsop's comment: "Scope Creep" asked for Emily's perspective on additional responsibilities of the position.
<u>10:07:47 AM</u>	Emily Rutter	understands concern of scope creep, primary dutes not changed, level of detail provided for applicants understanding.
<u>10:08:40 AM</u>	Natalie Walter - DSS	CSC is vocalizing some concern that SLCOEA has and aware. Possibility of career series in the future.
<u>10:09:28 AM</u>	Jeannie Nix	open to Pub Comment

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<u>10:09:35 AM</u>	Kimm Daniels	GM SLOCEA - commented on CSA, believes scope creep has occurred. Job done today is different than what it was. Don't object to this.
<u>10:10:24 AM</u>	Jeannie Nix	commented on balancing duties of each spec: CSA/ ERS
<u>10:14:16 AM</u>	Emily Rutter	Explained the MMQs are the same now. ERS req clerical and is a career series. both CSA and ERS are entry level.
<u>10:15:42 AM</u>	Natalie Walter	They have changed over the years. Explained day to day duties that CSA does and how it differs from lic. Soc. Worker.
<u>10:18:17 AM</u>	Jeannie Nix	minor corrections: 6b-5, 6B-6, with 2 chgs, also that we have heard from dept and SLOCEA AC - 1 BB - 2 move to approve CSA Spec Rev as amended. 5-0-0.
<u>10:19:53 AM</u>	Jeannie Nix	5 min break back at 10:30 AM.
<u>10:30:20 AM</u>	Jeannie Nix	Back on record. Befor moving to next spec, re: outline, he agreed to be a resource for Mr. Simas and HR - include Mr. Chapman in outline, etc. Experience Commission and HR
<u>10:31:30 AM</u>	Item 6C - emily Dabner-Rutter	ERS I, II, III - CSC Rule 13.05 req 1 yr probationary period due to first 6 mos. is just classroom training. Also MQ's changes to career series: 12 mo. experience req for ERS II and lastly, updated MQ/s for ERS III and reduced req by 6 mos. to offset 1yr prob. period.
<u>10:33:36 AM</u>	Jeannie Nix	Bill Tappan - 6C-3, minor change - "math" instead of arithmetic.
<u>10:34:36 AM</u>	Art Chapman	6C-5 - ERS I - asked what the common structure is for the classification spec? make minor change is distinguishing characteristics.
<u>10:37:50 AM</u>	"	6C-7 - Specific identify number of units req under education/ Exp.
<u>10:38:41 AM</u>	"	Delete: "At Least" from the ERS II descrip.
<u>10:39:29 AM</u>	Jeannie Nix	Public Comment - Kimm Daniels - no objections, agrees to spec rev. - closed
<u>10:39:52 AM</u>	Jeannie Nix	approved as amended ERS 1-BB, 2-BT 5-0-0.
<u>10:40:38 AM</u>	Emily Rutter	Soc. Svcs. Investigator - spec rev.
<u>10:41:14 AM</u>	Jeannie Nix	Open to Commission for comment
<u>10:41:28 AM</u>	Arthur Chapman	Asked Natalie Walter re post training
<u>10:41:54 AM</u>	"	6D-5 asked for clarification on revisions under "Other Conditions of Employment" structure.
<u>10:44:35 AM</u>	Jeannie Nix	Asked Emily and Natalie if they are sworn or not. (ED, no, they are not sworn)- public comment - (no objections SLOCEA)
<u>10:46:34 AM</u>	Jeannie Nix	Approve as amended 5-0-0 (AC - 1, JS - 2.
<u>10:46:52 AM</u>	Adjourned	