

FTR Log Notes

Description		
Civil Service Commission Regular Meeting		
Date	Location	
8 /28/2013	Civil Service Commission	
Time	Speaker	Note
<u>9:00:30 AM</u>	Item 1: Call to Order/Flag Salute/Roll Call	Commissioner Tappan absent. All other Commissioners present. Mark McKibben acting Secretary; Tim McNulty - CSC Counsel, Robin Mason - CSC Clerk.
<u>9:01:17 AM</u>	Item 2: Public Comment Period	none.
<u>9:01:20 AM</u>	Item 3: Approval of Minutes - Bob Bergman	Presented June 26, 2013 Regular CSC Meeting Minutes. Bob Bergman suggested correction bottom of page 3a-2. Clerk acknowledged correction. Asked Commission if there was a motion to approve.
<u>9:02:22 AM</u>	Art Chapman	Abstained from voting since he was absent last meeting.
<u>9:02:26 AM</u>	Wayne/Betsey	Commissioner Caruthers made a motion to approve the June 26, 2013 Minutes as corrected. Commissioner Nash seconded; motion carried 3-1-1 (Bill absent. Art abstained.)
<u>9:02:37 AM</u>	Item 4: Reports	President Bergman: no report; CSC Counsel Tim McNulty: no report.
<u>9:02:41 AM</u>	Mark McKibben (Acting CSC Secretary)	Addressed the Commission on behalf of Tami Douglas-Schatz re: CSC Calendar: Special meeting date for Oct. 22 termination hearing. keep regular October 23 date for 2nd date.
<u>9:02:59 AM</u>	Art Chapman	Suggested adding a 3rd, tentative date.
<u>9:03:40 AM</u>	Bob Bergman	Sugg Oct. 30th as addl date. Betsey and Wayne confirmed availability. Clerk to check with Commission outside Counsel Steve Simas. Analyst to check with parties.
<u>9:04:10 AM</u>	Ken Tasseff	HR Analyst explained rep parties: David Warren, Susan Hoffman. re Health Agency termination hearing.
<u>9:05:09 AM</u>	Mark McKibben	intro Felicia Clayton contract Analyst 15 wks. covering Emily Dabner out on leave.
<u>9:05:55 AM</u>	Felicia Clayton	addressed the Commission and introduced herself, shared her experience.
<u>9:07:28 AM</u>	Mark McKibben	Sec'y Report: shared statistical information about the Open Window Period (63 requests - previous years much lower) explained significant workload by functional area. instead of individual departments.
<u>9:09:18 AM</u>	Art Chapman	Asked if there's been any discussion re: making window period broader - represents large workload in short time.
<u>9:09:56 AM</u>	Mark McKibben	Responded to Art's suggestion that possibly twice per year in order to mitigate workload.
<u>9:10:22 AM</u>	Item 5a: Job Class Specification Revision	Personnel Analyst Mark McKibben - introduced Kathy McGuire, Supv MRT's and Sr. MRT Group. at Health Agency. Here to answer questions re: Health Information Technician series.
<u>9:14:24 AM</u>	Bob Bergman	Opened item 5a to Commission for discussion
<u>9:14:27 AM</u>	Wayne Caruthers	Inquired about duties and funding of Health Information Tech I-III position.
<u>9:14:55 AM</u>	Mark McKibben	Explained svc provided to CoSLO residents.
<u>9:15:35 AM</u>	Kathy McGuire	Responded and explained where funding comes from.
<u>9:15:56 AM</u>	Wayne/ Kathy	Discussed duties of H.I.T. I-III, clarified duties include maintenance of electronic health records to assure accuracy.
<u>9:17:40 AM</u>	Art Chapman	Clarified it is I/II/III series. His version of spec is incorrect. Commission agreed to break so Commissioner Chapman can review the copy of the spec revision that is included in the packet. *Break*
<u>9:33:45 AM</u>	Bob Bergman	Reconv. Regular Meeting.
<u>9:37:26 AM</u>	Art Chapman	Reviewed - focus on educational requirements...5a7, beginning line 122. MQ's for HIT I. Asked about continuing education.
<u>9:41:28 AM</u>	Mark McKibben	add: Continue throughout employment.
<u>9:41:59 AM</u>	Art Chapman	Thanked staff and concluded.
<u>9:42:08 AM</u>	Wayne Caruthers	Clarified impact of ACA on training/ knowledge requirement.
<u>9:42:47 AM</u>	Kathy McGuire	Explained that continuing education units for cert requirement would include training on any new legislation and other
<u>9:43:38 AM</u>	Wayne Caruthers	Confirmed continuing education factor.
<u>9:43:44 AM</u>	Betsey Nash	Confirmed who would monitor/ Kathy.
<u>9:44:26 AM</u>	Mark McKibben	Explained career series ed requirements for level 3.

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<u>9:44:40 AM</u>	Art Chapman	clarified cert requirements, asked about filling Sr. level.
<u>9:45:47 AM</u>	Mark McKibben	Subject addressed on line 132, "or equivalent"
<u>9:45:58 AM</u>	Bob Bergman	Opened Public Comment
<u>9:46:02 AM</u>		
<u>9:46:06 AM</u>	Theresa Schultz	Field Rep for SLOCEA - commented: support HIT I-III and expressed appreciation for staff addressing the revision.
<u>9:46:40 AM</u>	Bob Bergman	back to Commission. Art motioned to approve spec as amended; Wayne seconded: motion carried 4-0-1.
<u>9:46:54 AM</u>	Item 6: Adjournment	Being no further business, President Bergman adjourned the meeting.