

FTR Log Notes

Description		
Civil Service Commission Regular Meeting		
Date	Location	
10/23/2013	Civil Service Commission	
Time	Speaker	Note
<u>9:01:11 AM</u>	Item 1: Call to Order/Flag Salute/Roll Call	All 5 Commisioners Present. HR Director Tami Douglas-Schatz (CSC Sect'y) Asst. Co Co Tim McNulty (Commission Counsel), Robin Mason (CSC Clerk)
<u>9:01:17 AM</u>	Item 2: Public Comment Period	President Bergman opened public comment. none.
<u>9:01:28 AM</u>	Item 3: Approval of Minutes -	8-28-13 Minutes (Bill Tappan abstained.) Art Chapman made a motion to approve as written; Wayne Caruthers seconded; motion carried 4-0-1 (no comments)
<u>9:01:59 AM</u>		9-25-13 Minutes comments/ corrections: Bob Bergman 3B-3 further clarify. Clerk will amend that comment. Bill Tappan 2B-2 correction name should be BT instead of BB. Clerk to amend the record. Motion to approve as amended (2 abstained) by Bill Tappan; seconded by Wayne Caruthers. Motion Carried 3-0-2 (BN and AC abstained)
<u>9:03:54 AM</u>	Reports	none for CSC President and CoCo
<u>9:04:05 AM</u>	Sec'ty - Tami Douglas-Schatz	Comm Calendar: Appeal Prob Rej. need dates set. Steve Simas outside counsel avail: Dec. 9-13 and Dec. 17, 18. 2 days needed. Dec. 11 (Special) 18 (regular) set.
<u>9:10:31 AM</u>	Jamie Azarvand - Personnel Analyst	Presented Power Point (*CLICK HERE) re: Library Director position. 6 months probation
<u>9:11:40 AM</u>	Betsey Nash	asked why this matter was brought up
<u>9:12:00 AM</u>	Tami Douglas-Schatz	DH - 2 of 15 that were "at will" time to reevaluate
<u>9:12:36 AM</u>	Bill Tappan	asked Ms. Azarvand re: the Counties that have Civil Service
<u>9:13:33 AM</u>	Jamie Azarvand	referred to graphic on Power Point Pres and Education code.
<u>9:15:06 AM</u>	Art Chapman	Inquired status of recruitment for Lib. Dir.
<u>9:15:50 AM</u>	Tami Douglas-Schatz	currently underway. December possibly fill vacancy.
<u>9:16:23 AM</u>	Art Chapman	Inquired re: what DH would be working on during prob. per.
<u>9:16:55 AM</u>	Tami Douglas-Schatz	Community rel, str plan, budget process
<u>9:17:45 AM</u>	Art Chapman	June Prob per ends. (does strategic planning process mirror the budget process, or is it on indiv cycle?) takes time.
<u>9:19:57 AM</u>	Bob Bergman	redirected to Power Point Presentation, asked Ms. Azarvand re: extension of prob per? Explained that last meeting ext. to one year if rule amended so no extension.
<u>9:22:39 AM</u>	Art Chapman/ Tami Douglas-Schatz	Discussed 360 Eval for Dept. Heads. Also clarified budget process as it relates to DH performance eval.
<u>9:24:39 AM</u>	Tami Douglas-Schatz	Quarterly update and annual perf measures eval.
<u>9:26:00 AM</u>	Art Chapman	Trying to get at how these elements show consistent performance that would indicate competency.
<u>9:27:23 AM</u>	Tami Douglas-Schatz	Six mos. inadequate at this level given cycles of review.
<u>9:27:49 AM</u>	Art Chapman/ Tami Douglas-Schatz	discussed importance of prob per.
<u>9:29:04 AM</u>	Wayne Caruthers	Clarified topic
<u>9:29:20 AM</u>	Bob Bergman	power point comment/ Q/s of CSC then public comment
<u>9:29:33 AM</u>	Wayne Caruthers	Q re: ext. of prob per. exec. level. per Rule 13.02 end of prob. period is when eval is req. (CSC position - protected class)
<u>9:32:19 AM</u>	Tami Douglas-Schatz	view rule of baseline. policy applies per Supv. Practices and guidelines re: feedback, redirection during prob. per.
<u>9:33:43 AM</u>	Wayne Caruthers	summarized
<u>9:34:07 AM</u>	Tami Douglas-Schatz	discussed recruitment process.
<u>9:34:39 AM</u>	Wayne Caruthers	will expectations be documented at time of offer?

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<u>9:35:03 AM</u>	Tami Douglas-Schatz	Current CAO practice - verbal then in writing as becomes more clear.
<u>9:36:24 AM</u>	Bill Tappan	Asked if "at will" outlines time frame such as prob. per.
<u>9:36:52 AM</u>	Tami Douglas-Schatz	contract states reasons for release. "at will" with or without cause... exc cautiously
<u>9:39:18 AM</u>	Bill Tappan	compared to Dir. of DSS.
<u>9:39:58 AM</u>	Bob Bergman	ref to last meeting rule could be modified so prob. per. could not be extended for Lib. Dir.
<u>9:41:04 AM</u>	Jamie Azarvand	Replied to Mr. Bergman's Q re: Friends of the Lib.
<u>9:42:00 AM</u>	Bob Bergman	If ext prob per to one year, actually 18 mos. - opened to public for comment
<u>9:42:41 AM</u>	Theresa Schultz	SLOCEA commented on behalf of Kimm Daniels re: ext of prob. per. to one year for Lib. Dir. position. (ref: Cal Education Code 1914)
<u>9:46:18 AM</u>	Bob Bergman	no further req. closed pc - back to Commission.
<u>9:46:33 AM</u>	Betsey Nash	Commented on staff and on soft skills as critical piece.
<u>9:47:07 AM</u>	Wayne Caruthers	ref Staff Report
<u>9:47:48 AM</u>	Jamie Azarvand	only ext 5 of 882 prob per. spoke to intent of change on those occasions. ref to Tami
<u>9:48:42 AM</u>	Tami Douglas-Schatz	explained further re: level / scope of responsibilities above most other positions as Dept. Head.
<u>9:50:46 AM</u>	Wayne Caruthers	Thanked staff.
<u>9:50:57 AM</u>	Art Chapman	ref to his experience of evaluation Dept. Heads. Explained how difficult to eval is DH is meeting dept. expectations. Takes time, especially Library Dir. does believe longer eval needed.
<u>9:53:11 AM</u>	Bill Tappan	ref to 11.04 as possible ext. Can't support
<u>9:53:30 AM</u>	Bob Bergman	any further comment?
<u>9:53:36 AM</u>	Betsey Nash	moved to approve extension of probationary period to one year for Lib. Dir. Art Chapman seconded. Roll Call Vote: BT: no, AC:yes, WC: yes, B: yes, BB: no. Motion carried 3-2-0.
<u>9:54:16 AM</u>	Item 6: Closed Session	President Bergman adjourned to closed session per Gov Code Section 54957.9(d)(2).
<u>10:02:54 AM</u>	Bob Bergman	reconvened to open session. Clodsed Session report: no action taken. No further business. Adjournment