Present: President Robert Bergman, Vice President Jeannie Nix, Commissioner Art Chapman, Commissioner Jay Salter, Commissioner Bill Tappan

Staff: Commission Secretary Dori Duke, Commission Clerk Carol Hill

Counsel: Deputy County Counsel Shannon Matuszewicz

1. **Call to Order**
President Bergman called the meeting to order at 9:02 A.M. and led the flag salute.

2. **Public Comment Period**
President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda.

   Kimm Daniels, SLOCEA, expressed her appreciation of Commissioner Nix for her service on the Commission and acknowledged that it has been a pleasure working with someone who possesses such wisdom and integrity.

4. **Minutes**
   a. **October 30, 2008 – Special Meeting**
   b. **November 19, 2008 – Regular Meeting**
A motion to approve the October 30, 2008 special meeting minutes and the November 19, 2008 regular meeting minutes, as presented, was made by Commissioner Chapman and seconded by Commissioner Tappan. The motion carried 5-0-0.

   **Vote:**
   - Vice President Nix: Yes
   - Commissioner Salter: Yes
   - Commissioner Chapman: Yes
   - Commissioner Tappan: Yes
   - President Bergman: Yes
4. Reports

a. Commission President

   Presentation of Resolution to Commissioner Jeannie Nix

   President Bergman presented a Resolution of Appreciation to Commissioner Nix for her years of dedication and service to the Civil Service Commission. Commissioner Tappan then presented a gift to Commissioner Nix on behalf of the Commission.

   Commissioner Nix articulated her gratitude and appreciation to Human Resources staff, Commission Counsel, union representatives and especially her fellow Commissioners for consistently keeping employees best interests a priority and always working together cooperatively regardless of the circumstances.

   Ms. Duke and Ms. Matuszewicz expressed their appreciation to Commissioner Nix for her years of service and complimented her on her thoughtfulness, integrity, kindness, and professionalism.

b. Commission Subcommittees

   Rule Update Committee

   Commissioner Salter reported that at the last Rule Update meeting the Committee began discussions regarding Rule 13. Discussion and revisions of Rule 13 will continue at the next meeting which is scheduled for December 18, 2008. Commissioner Chapman reported that they hope to have the proposed Rule 4 completed in time for the Commission’s January meeting. President Bergman directed staff to send Gene Bell, the Commission’s labor negotiator, a copy of the proposed Rule 4 draft and pre-arrange a conference call with him to take place during closed session at the January 28, 2009 meeting.

c. Commission Counsel

   No report.

d. Commission Secretary

   HR Director Position Update

   Ms. Duke reported that a conditional job offer has been made to one of the top Human Resources Director candidates and her expected start date is January 12, 2009.

   2007-2008 Annual Report

   Duane Inglish, Human Resources Departmental Automation Specialist, presented the 2007-2008 Annual Report. Mr. Inglish and Ms. Duke responded to comments and questions from the Commission. President Bergman called for a motion to approve the report. A motion to approve the 2007-2008 Annual Report, as amended, was made by Commissioner Nix and seconded by Commissioner Chapman. Motion carried 5-0-0.

   Roll Call Vote:
   Vice President Nix  Yes
   Commissioner Salter  Yes
   Commissioner Chapman  Yes
   Commissioner Tappan  Yes
   President Bergman  Yes
5. **Future Agenda Items**
Ms. Duke reported that there is a possibility of an appeal hearing coming before the Commission at their January 28, 2009 meeting.

6. **Job Class Specifications**
   a. **Appraiser Trainee-I-II-III & Supervising Appraiser – Revised**
      This item was deferred to a later meeting date.
   b. **Animal Control Supervising Officer and Animal Shelter Supervisor – Information**
      President Bergman noted that these specifications required no action as they were previously approved, as amended, at the Commissioner's November 19, 2008 meeting and are presented today for informational purposes only.

7. **Closed Session (per Gov. Code, section 54957.6) - Conference with Commission Labor Negotiator) - 2008 Civil Service Commission Rule Change, Rule 4**
   This item was deferred to the January 28, 2008 regular meeting.

8. **Closed Session (per Gov. Code 54957) Findings & Decision**
   a. **Consideration of draft Findings and Decision regarding Grievance #08-116, dated September 8, 2008**
      The Commission adjourned into closed session to deliberate regarding the findings and decision for Grievance #08-116.
      
      Upon reconvening, Mr. Bergman called for a motion to approve the findings and decision. A motion to approve the findings and decision, as presented, for Grievance #08-116 was made by Commissioner Tappan and seconded by Commissioner Chapman. The motion passed 5-0-0.

      **Roll Call Vote:**
      
      - Vice President Nix: Yes
      - Commissioner Salter: Yes
      - Commissioner Chapman: Yes
      - Commissioner Tappan: Yes
      - President Bergman: Yes

   b. **Consideration of draft Findings and Decision regarding Grievance #08-117, dated September 19, 2008 – Appellant Carrie Bisterfeldt**
      The Commission adjourned into closed session to deliberate regarding the findings and decision for Appeal #08-117.
      
      Upon reconvening, Mr. Bergman called for a motion to approve the findings and decision. A motion to approve the findings and decision, as presented, for Appeal #08-117 – Appellant Carrie Bisterfeldt was made by Commissioner Nix and seconded by Commissioner Chapman. The motion passed 4-1-0 with Commissioner Salter dissenting. Commissioner Salter stated that he will be submitting his written dissenting opinion to the Commission.
Roll Call Vote:
Vice President Nix Yes
Commissioner Salter No
Commissioner Chapman Yes
Commissioner Tappan Yes
President Bergman Yes

9. Adjournment
   There being no further business, the meeting was adjourned at 11:13 A.M.

*Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.