

Civil Service Commission



Jed Nicholson *Commission President, District 1*

Lesley Santos *District 2*

Vacant *District 3*

David Warren *Commission Vice President, District 4*

Gere Sibbach *District 5*

Jamie L. Russell *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday, May 27, 2026 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Warren,
Commissioner Santos

Staff: Commission Secretary Stephanie Nute
Commission Clerk Shaley Salsbury, Gianni Bocardo

County Counsel: Daniel Solish

Outside Counsel: Steve Simas

Absent: Commissioners: Commissioner Sibbach

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. Commissioner Sibbach was absent.

2. Nomination of Vice President to Fill Vacancy for Remainder of 2026 Term

Commissioner Santos nominated Commissioner Warren for Commission Vice President for the remainder of the 2026 calendar year. President Nicholson seconded the motion. The motion to elect Commissioner Warren as Vice President passed 3-0-1.

3. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There was no public comment.

Civil Service Commission

4. Minutes

The following draft minutes are submitted for approval:

- a. February 25, 2026
- b. April 1, 2026
- c. April 2, 2026
- d. April 22, 2026

Commission Vice President Warren abstained from voting in the minutes of April 1, 2026, and April 2, 2026, due to his absence at those meetings. Mr. Solish stated that due to Commission's rules, three votes are required. Commission Vice President Warren ultimately chose to abstain from voting, and both minutes were moved to the June 24, 2026, agenda. The motion to approve the February 25, 2026 and April 22, 2026 minutes passed as presented.

5. Reports

Commission President – None

Commission Counsel – None

Commission Outside Counsel – None

Commission Secretary – HR Deputy Director Stephanie Nute thanked Shaley Salsbury for her service as Commission Clerk, as Ms. Salsbury had accepted a new position with the County, and introduced Gianni Bocardo as the new Commission Clerk.

6. Request to Approve by Consent:

- a. Approval to grant Human Resources the administrative authority to update existing classifications that reference the "Health Agency" to reflect alignment with the new Public Health and Behavioral Health Departments, as appropriate.

Human Resources Analyst Teresa McCarthy White introduced this item.

Commission President Nicholson requested a list of the new classifications. Human Resources Analyst Teresa McCarthy White will provide a report on the classification changes along with the newly proposed titles on the June 24, 2026 agenda. Commission President Nicholson invited public comment. There was none. Commission Vice President Warren motioned to approve the administrative authority as presented. Commissioner Santos seconded the motion. The motion to approve administrative authority as presented passed 3-0-2.

Civil Service Commission

7. Request to Approve New Job Specification(s) and Revised Job Specifications

a. Deputy Director – Public Health (New)

Human Resources Analyst Teresa McCarthy White introduced the new specification along with Principal Human Resources Analyst Frank Stapleton and Public Health Administrator/Health Officer, Dr. Penny Borenstein.

Commission Vice President Warren requested amendment to page 7a.07, line 11 as page 7a.08, line 2 already mentioned the same requirement and deemed it unnecessary.

Commission President Nicholson referred to Dr. Penny Borenstein for the requirement of a master's degree in the new job specification. Dr. Borenstein stated that it is preferred with a background in health policy, but not mandatory. Commission President Nicholson requested to specify wording at this level of recruitment. Dr. B concluded that a bachelor's degree was a minimum requirement.

Commission President Nicholson invited public comment. There was none. Commissioner Santos motioned to approve the new specification as amended. Commission Vice President Warren seconded the motion. The motion to approve the new specification as amended passed 3-0-2.

b. Assessment Technician I-II-III-IV (Revised)

Human Resources Analyst Natalie Fixler introduced the revised specifications along with Human Resources Analyst Teresa McCarthy White and Assessor Tom Bordonaro.

Commissioner Santos requested amendment to page 7b.09, line 157, to replace "observe" with "evaluate", and amendment to page 7b.09, line 162, to read "Keep and direct the work of staff".

Commission Vice President Warren requested amendment to page 7b.06, lines 68 and 69 as the requirement mentioned had already been included in the classifications prior.

Commission President Nicholson invited public comment. There was none. Commission Vice President Warren motioned to approve the revised specification as amended. Commissioner Santos seconded the motion. The motion to approve the revised specification as amended passed 3-0-2.

8. Public Comment on Closed Session Item

Civil Service Commission

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual. There was no public comment.

9. Closed Session – Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeal #A25-10

Commission President Nicholson stated an order was issued for case assignment for the July 9th and 10th 2026 hearing dates.

10. Adjournment

President Nicholson adjourned the meeting at 10:46 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.***