

**Sacramento County Civil Service Commission  
June 7, 2013 Regular Meeting**

**ACTION MINUTES**

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Johnson at 1:34p.m at the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Commission Chair Johnson led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Civil Service Specialist King and it was noted that Commissioners Bowler, Johnson, Purdy and Suter were present, and a quorum was declared.

**CONSENT MATTERS**

- 4) Adoption of Commission Meeting Minutes: *May 3, 2013 Regular Meeting*  
ACTION: Motion by Commissioner Suter and seconded by Commissioner Bowler to pull the item from consent for discussion. The motion was adopted unanimously.
- 6) Reports: The following status reports prepared by the Department of Personnel Services are submitted for receipt and filing:  
A) *Student Class Appointments: Report for April 2013*  
B) *Promotional Exams and Late Applications: Report for April 2013*  
ACTION: Motion by Commissioner Suter and seconded by Commissioner Bowler to adopt remaining items on consent [Items 6 A) & 6 B)]. The motion was adopted unanimously.

**SEPARATE MATTERS**

- 4) Adoption of Commission Meeting Minutes: *May 3, 2013 Regular Meeting*  
(Removed from Consent)  
Commissioner Suter noted a typo on the May 3, 2013 Regular Meeting Minutes; specifically, that he was listed as Vice Chair rather than Commissioner Nelson.  
ACTION: Motion by Commissioner Suter and seconded by Commissioner Purdy to amend and approve the Minutes. The motion was adopted unanimously.

- 5) Adoption of the Commission's Meeting Schedule for the 2013/14 Fiscal Year, including tentative meeting dates for the second half of 2014:

ACTION: Motion by Commissioner Bowler and seconded by Commissioner Suter to adopt and publish the Commission's Fiscal Year 2013/14 Meeting Schedule. The motion was adopted unanimously.

- 7) Reports:

A) *Provisional Appointments:* report for April 2013

ACTION: Motion by Commissioner Suter and seconded by Commissioner Purdy to receive and file the above mentioned provisional appointment report. The motion was adopted unanimously.

- 8) Unfinished Business: NONE

- 9) New Business: NONE

#### **INFORMATIONAL MATTERS**

- 10) Public Comment: There was no public comment.

- 11) Executive Officer's Report:

EO Dowdin Calvillo reported that in the latest round of exercises in the development of the 2013/14 FY budget, the CEO reduced allocated costs to the Commission by \$3,758; eliminated the \$14,121 annual salary savings mandate (which the Commission could not achieve with only two employees); and allocated an additional \$2,123 in revenue via an equity transfer (thus lessening the need for those funds to come from the General Fund). Also of note is the total spending authority recommended at \$321,881 is \$11,841 more than last year which will allow the Commission to operate at its current levels. The Commission's proposed General Fund appropriation of \$309,768 is \$43,566 more than last year to account for increases in health insurance costs, mandated allocated cost increases, and the Commission having no carry over from this fiscal year into the next. She also stated that the next step for the budget process includes hearings before the Board of Supervisors the week of June 11, 2013. EO Dowdin Calvillo will closely monitor the hearings and will be available for the Supervisors should any questions arise.

EO Dowdin Calvillo also distributed the draft agenda for the Commission's next meeting of June 28, 2013, which will be held in Hearing Room 2 adjacent to the Board Chambers. She noted that the draft agenda includes the review and approval of the Special Skills Class Study as well as a provisional appointment

extension request.

She also noted that for the July 12 meeting, there may be a class study and typographical revisions proposed to the County's Classification Plan ready for Commission consideration as well as the annual Chair/Vice Chair elections.

Finally, EO Dowdin Calvillo remarked that there has been a slight uptick in the number of exam, disciplinary, and Release from Probation appeals received by the Commission.

### **ADJOURNMENT**

There being no further business before the Commission, Commissioner Bowler moved to adjourn the meeting. Commissioner Purdy seconded the motion, and it was adopted unanimously. Chair Johnson then adjourned the meeting at 2:09 p.m.

**The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, June 28, 2013, in Hearing Room 2 (Room 1445) at 700 H Street, Sacramento.**

Respectfully Submitted:

Approval Recommended:

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Jeanette King  
Civil Service Specialist

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Alice Dowdin Calvillo  
Executive Officer

APPROVED:

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Michael Johnson  
Chairperson