

## ACTION MINUTES

**Sacramento County Civil Service Commission Meeting  
700 H Street, Suite 1450  
Sacramento, California 95814**

**April 19, 2013**

### PROCEDURAL MATTERS

- 1) Call to Order: Commission Chair Johnson convened for a Special Meeting – Class Study Session at 1:32p.m. on Friday, April 19, 2013, at 700 H Street, in Suite 1450, Sacramento, California.
- 2) Pledge of Allegiance: Led by Commission Chair Johnson
- 3) Roll Call and Declaration of a Quorum: Commissioners Bowler, Johnson, and Purdy were present. Commissioners Nelson and Suter were absent. A quorum was declared.

### CONSENT MATTERS

- 4) **Adoption of Commission Meeting Minutes:**
  - A) *March 8, 2013 Regular Meeting*
- 5) **Reports:** The following status reports prepared by the Department of Personnel Services are submitted for receipt and filing:
  - A) *Student Class Appointments: Reports for February and March 2013*
  - B) *Promotional Exams and Late Applications: Reports for February and March 2013*
  - C) *Eligible Lists Extended for the Period of January, February, and March 2013*

ACTION: Motion by Commissioner Purdy and seconded by Commissioner Bowler to adopt all matters on consent. The motion was adopted unanimously by voice vote.

### SEPARATE MATTERS

- 6) Reports: The following report prepared by the Department of Personnel Services will be presented by staff. Please note that any matter pertaining to these reports requiring Commission action, and not included on this agenda, will be calendared for a subsequent Commission meeting:
  - A) *Provisional Appointments: reports for February and March 2013*

ACTION: Motion by Commissioner Bowler and seconded by Commissioner Purdy to receive and file the above mentioned provisional appointment reports. The motion was

adopted unanimously by voice vote.

7) Unfinished Business: NONE

8) New Business:

A) *Request to Extend a Provisional Appointment to the Building Maintenance Worker Class*

ACTION: Motion by Commissioner Bowler and seconded by Commissioner Purdy to extend the above mentioned provisional appointment for one month and 29 days from their respective date of expiration, or until 20 days after the eligible list is established, whichever occurs sooner. The motion was adopted unanimously by voice vote.

### INFORMATIONAL MATTERS

1) Public Comment: At this time, anyone may address the Commission regarding any item that is within the Commission's subject matter jurisdiction. However, the Commission may not take action on any item that is not on this agenda except as authorized by Government Code Section 54954.3 and Civil Service Commission Rule 14.13

2) Executive Officers Report:

In her verbal report to the Commission, Executive Officer Dowdin Calvillo reported on the following:

- Update on the current year Budget –
  - ◆ The Board of Supervisors is scheduled to take action on our request for a mid-year appropriation adjustment in the amount of \$53,000 at its meeting on April 23, 2013. The appropriation is needed to ensure that we have sufficient funding for the remainder of the fiscal year, which ends on June 30. As a reminder, the Commission is in need for the additional funding due, in part, to the unbudgeted terminal pay expense upon the retirement of the former Executive Officer.
- May 3, 2013 Meeting –
  - ◆ Draft meeting agenda and the meeting materials were distributed to Commissioners today - proud to say that the only items not included in the meeting materials are the April 19 meeting minutes and the reports for the provisional appointment extension request. Those are forthcoming.
  - ◆ The Commission will consider the adoption of the proposed budget for FY 2013/14, as prepared by the Executive Officer, at the May 3 meeting. Bottom line is that the Executive Officer is seeking spending authority in the amount of \$324,994 and funding allocation/s by the County in the amount of \$314,994.

- ◆ Just a note that both Commissioner Chair Johnson and Commissioner Vice Chair Suter will be absent from the May 3, 2013 meeting so it is important should one of the remaining Commissioner become unable to attend this meeting as well that they notify the Commission Office immediately. Also, the second Procedural Matter on the agenda will be to select a temporary Chair to preside over this meeting since the Chair and Vice Chair will be absent.

### ADJOURNMENT

There being no further business to come before the Commission, motion by Commissioner Bowler seconded by Commissioner Purdy, to adjourn the meeting was adopted unanimously by voice vote. As a result, the meeting was adjourned at 2:32pm by Commission Chair Johnson

The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, May 3, 2013, in Suite 1450 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