

**Sacramento County Civil Service Commission
November 7, 2014 ~ 1:30pm**

**ADOPTED
ACTION MINUTES**

LOCATION: Sacramento County Board of Supervisors' Chambers¹
700 H Street, Sacramento, California 95814

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Patricia Macht at 1:31 pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Chair Macht led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Civil Service Specialist Jeanette King, and it was noted that Chair Macht, Vice Chair Ron Suter, and Commissioners Bruce Nelson and Gordon Purdy and were present and that Commissioner Michael Johnson was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:
 - A) *October 10, 2014 Regular Meeting*
- 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 September 2014

¹ The meeting facilities are accessible to persons with disabilities. Requests for interpreting services, assistive listening devices, or other considerations should be made through the County Disability Compliance Office at (916) 874-7642 or (916) 874-7647 (TTY) no later than five working days prior to the meeting.

B) *Promotional Exams and Late Applications*: report for September 2014

C) *Eligible Lists Extended*: quarterly report for July, August, and September 2014

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to adopt the items on consent. The motion was adopted unanimously (4 to 0).

SEPARATE MATTERS

7) Reports: The following report was prepared and presented by Department of Personnel Services staff.

A) *Provisional Appointments*: report for September 2014

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Nelson, to accept the report and file it. The motion was adopted unanimously (4 to 0).

8) Unfinished Business: NONE

9) New Business:

A) *Approval of a three-year proposed agreement for court reporting services and referral of said agreement to the Board of Supervisors for execution authorization.*

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to adopt the Executive Officer's recommendations to: 1) approve the proposed three-year Agreement with Carol Nygard and Associates for court reporting services; 2) refer the proposed Agreement to the County Board of Supervisors execution authority; and 3) direct the Executive Officer to execute the Agreement once authorized to do so by the County Board of Supervisors. The motion was adopted unanimously (4 to 0).

B) *Approval of five, three-year proposed agreements for hearing officer services and referral of said agreement to the Board of Supervisors for execution authorization.*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations to: 1) approve each of the proposed three-year agreements (Attachments A through E) with the following individuals for hearing officer services: Alexander Cohn, Esq.; Catherine Harris, Esq.; Susan Hayden, Esq.; Todd Murray, Esq.; and Carol Vendrillo, Esq.; 2) refer the proposed agreements to the County Board of Supervisors execution authority;

and 3) direct the Executive Officer to execute each of the Agreements once authorized to do so by the County Board of Supervisor. The motion was adopted unanimously (4 to 0).

INFORMATIONAL MATTERS

- 10) Executive Officers Report: This will be a verbal presentation to the Commission

Upcoming Meetings

Executive Officer Alice Dowdin Calvillo reported that the Airport Rescue Firefighter class study is scheduled for consideration and approval at the November 21, 2014 meeting and that meeting packets were distributed to Commissioners and interested parties today. She also noted that the proposed minutes from today's meeting will be sent to Commissioners on Monday. She further reminded the Commissioners that December 5, 2014 meeting has been canceled.

She also reported that at this point, there is one failed drug test appeal, one examination disqualification appeal, and there may be one release from probation appeal scheduled for hearing and action at the December 19, 2014 meeting. This will be the only Commission meeting in December.

Appeals

Executive Officer Dowdin Calvillo told Commissioners that she received one failed drug test appeal this week, and that she and DPS Director David Devine were able to administratively resolve one exam disqualification appeal this week as well.

She reported that there are currently six release from probation appeals, two failed drug test appeals, two exam disqualification appeals, two allocation appeals, one medical disqualification appeal and one psychological disqualification appeal pending before the Commission.

Spending Authority

Given the increase in the number of release from probation appeals filled with the Commission this year, she reported that the Commission has seen a significant increase in costs associated with those appeals (for hearing officers and court reporter services). As a result, we are well on our way of exceeding our approved spending authority in our professional services account (she reminded Commissioners that the Commission is reimbursed for all of these costs by the department wherein the Appellant was employed before released from

probation). Therefore, in the next few months she will put together a proposal to increase the Commission's spending authority to ensure we can make it to the end of the fiscal year. She will schedule that proposal before the Board of Supervisors as they are required to approve additional spending authority requests. She clarified that this will not be a request for more money, just authority to spend more money as collected by the affected department.

Office Closure

She announced that the Commission's office will be closed on Tuesday in observance of Veteran's Day.

ADJOURNMENT

ACTION:

With no further business pending before the Commission, Commissioner Suter moved to adjourn the meeting. Commissioner Nelson seconded the motion, and it was adopted unanimously (4 to 0). Chair Macht then adjourned the meeting at 1:44pm.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Patricia Macht
Chair