

**Sacramento County Civil Service Commission
April 15, 2016 ~ 1:30pm**

**ADOPTED
ACTION MINUTES**

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Acting Commission Chair Bruce Nelson at 1:33pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Acting Chair Nelson led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Civil Service Specialist Ms. Jeanette King and it was noted that Acting Chair Nelson and Commissioners Michael Johnson, Patricia Macht, and Gordon Purdy were present and that Commission Chair Ron Suter was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:
April 1, 2016 Regular Business Meeting
- 6) Reports: The following status reports were prepared and submitted by the Department of Personnel Services for receipt and filing:
 - A) *Student Class Appointments*: report for March 2016
 - B) *Promotional Exams and Late Applications*: report for March 2016
 - C) *Eligible Lists Extended*: quarterly report for January, February and March 2016

ACTION: Motion by Commissioner Macht, seconded by Commissioner Johnson to adopt all items on consent. The motion was adopted unanimously (4 to 0).

APPEAL HEARINGS

7) Allocation Decision (Civil Service Rule 2.3(d))

Appeal No. 6003-14

ACTION: Motion by Commissioner Macht, seconded by Commissioner Purdy to find that the Appellant did not demonstrate with the submission of clear and convincing evidence that the Department of Personnel Services Director's allocation decision was inappropriate in the instant case, and therefore, the appeal was thereby denied. The motion was adopted 4 to 0.

Commissioner Macht did want to go on the record stating that the Appellant's work was very important to the County and that this decision by the Commission does not in any way diminish that.

SEPARATE MATTERS

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

Provisional Appointments: Report for March 2016

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Purdy to accept and file the aforementioned report. Motion adopted 4 to 0.

9) Unfinished Business: NONE

10) New Business: NONE

INFORMATIONAL MATTERS

11) Reports: The following quarterly report was prepared and presented by the Department of Personnel Services per the Commission's request.

Status Report on Classification Plan Revisions Approved by the Commission: report for January, February and March 2016

12) Executive Officer's Report: This was a verbal presentation to the Commission

Executive Officer Alice Dowdin Calvillo announced that upon the advice of Chair Suter, the May 6 Meeting would be canceled and thus, the next Commission meeting will be on May 20. At that meeting, Executive Officer Dowdin Calvillo informed Commissioners that there may be another allocation appeal hearing in addition to the proposed Commission meeting schedule for the upcoming fiscal year.

In addition, she reported that there are: five allocation, three releases from probation, one exam evaluation, one psychological disqualification, and two failed drug test appeals pending before the Commission.

Lastly, she conveyed to Commissioners that she received the proposed class study for the Communicable Disease Investigator Series for her preliminary review a few hours ago. In addition, she is reviewing the County Veterans Services Officer class study, and DPS staff report that they are currently working on the Mental Health Worker – Discharge Planner class study.

ADJOURNMENT

ACTION: With no further business pending before the Commission, Commissioner Purdy moved to adjourn the meeting, and Commissioner Macht seconded the motion. It was adopted unanimously (4 to 0). Acting Chair Nelson then adjourned the meeting at 2:10pm.