

**Sacramento County Civil Service Commission  
May 20, 2016 ~ 1:30pm**

**ADOPTED  
ACTION MINUTES**

**PROCEDURAL MATTERS**

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

Chair Suter announced that without objection Agenda Item No. 8 (Allocation Decision Appeal Hearing) would be removed from today's agenda as the Appellant withdrew his appeal earlier in the week. There was no objection.

**PUBLIC COMMENT**

- 4) Public Comment: None received.

**CONSENT MATTERS**

- 5) Adoption of Commission Meeting Minutes:  
*April 15, 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 April 2016
  - B) *Promotional Exams and Late Applications*: report for April 2016

- 7) Adoption of the Commission's Meeting Schedule for the 2016/17 Fiscal Year, including tentative meeting dates for the second half of 2017

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Johnson to adopt all items on consent. The motion was adopted unanimously (5 to 0).

#### **APPEAL HEARINGS**

- 8) Allocation Decision (Civil Service Rule 2.3(d))

*Appeal No. 5998-14*

#### **SEPARATE MATTERS**

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

*Provisional Appointments*: report for April 2016

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Nelson to accept and file the Provisional Appointments: report for April 2016. The motion was adopted unanimously (5 to 0).

- 10) Unfinished Business: NONE

- 11) New Business: NONE

#### **INFORMATIONAL MATTERS**

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

Executive Officer Dowdin Calvillo announced that the Commission's next meeting would be on June 3, and that the Commission would consider approving the County Veteran's Services Officer class study. She also announced that the meeting proceeding the June 3 meeting would be on June 17, when she will schedule one release from probation appeal hearing, as well as the Communicable Diseases Investigator class study for action by the Commission. She also told Commissioners that they would elect a new Chair and Vice Chair at their July 8, 2016 meeting. She reported that she received one medical disqualification appeal and one release from probation appeal this week. In addition, she closed one allocation decision

appeal after the Appellant withdrew his appeal. She informed Commissioners that they currently have six releases from probation, four allocation decisions, two psychological evaluation disqualifications, one failed drug test, one medical disqualification, and one exam appeal pending before the Commission.

Executive Director Dowdin Calvillo also informed Commissioners that the County Counsel's Office received a total of eight Public Records Act requests from the same individual. Requests include, but are not limited to, copies of all of the Commission's operating budgets (starting with the budget approved in 1937), specific class studies, applications for the Executive Officer position, and the appointment application of one Commissioner. She reported that County Counsel is lead in fulfilling these requests but that she is providing assistance where appropriate.

### **ADJOURNMENT**

ACTION: With no further business pending before the Commission, Commissioner Purdy moved to adjourn the meeting, and Commissioner Nelson seconded the motion. It was adopted unanimously (5 to 0). Chair Suter then adjourned the meeting at 1:43pm.