

**Sacramento County Civil Service Commission
May 5, 2017 Meeting**

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Bruce Nelson at 12:49pm on Friday, May 5, 2017 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Chair Nelson led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum:
Roll was called by Acting Clerk Carol Smith, and it was noted that Chair Nelson and Commissioners Patricia Macht and Ron Suter were present and that Commissioners Michael Johnson and Gordon Purdy were absent.

Executive Officer Alice Dowdin Calvillo announced that the hearings for appeal nos. 6066-15, 6067-15, 6069-15 and 6070-15 on today's agenda were cancelled as the appellants officially withdrew their appeals late this week.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:

April 7, 2017 Regular Business Meeting

- 6) Reports: The following status reports were prepared by the Department of Personnel Services:
 - A) *Student Class Appointments*: report for March 2017
 - B) *Promotional Exams and Late Applications*: report for March 2017
 - C) *Eligible Lists Extended*: quarterly report for January, February and March 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Macht to adopt all items on consent. The motion was adopted unanimously (3 to 0).

ALLOCATION DECISION APPEAL HEARINGS (Civil Service Rule 2.3(d))

- 7) ~~Appeal No. 6066-15~~ Hearing cancelled – appeal is closed.
- 8) ~~Appeal No. 6067-15~~ Hearing cancelled – appeal is closed.
- 9) ~~Appeal No. 6069-15~~ Hearing cancelled – appeal is closed.
- 10) ~~Appeal No. 6070-15~~ Hearing cancelled – appeal is closed.

SEPARATE MATTERS

11) Reports:

The following report was prepared and presented by Department of Personnel Services staff:

Provisional Appointments: report for March 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Macht to accept and file the Provisional Appointments report for March 2017. The motion was adopted unanimously (3 to 0).

12) Unfinished Business: NONE

13) New Business: NONE

INFORMATIONAL MATTERS

14) Reports: The following quarterly report was prepared by the Department of Personnel Services per the Commission's request. No action was taken.

Status Report on Classification Plan Revisions Approved by the Commission: report for January, February and March 2017

15) Executive Officer's Report: This was a verbal report to the Commission.

Executive Officer Dowdin Calvillo announced that the May 19 Meeting was canceled and that the Commission's next meeting would then be on June 2, 2017 wherein the Commission would review and take action on the Human Services Hearing Supervisor class study; hear one release from probation appeal hearing; and vote on its meeting schedule for the 2017-18 fiscal year.

She informed Commissioners that at its June 16, 2017 meeting, there will likely be an exam evaluation appeal hearing scheduled as well as a release from probation appeal hearing. They may also have the Financial Reporting and Control class study scheduled for consideration. Lastly, the Commission will consider proposed amendments to its Rules regarding discrimination criteria for which release from probation appeals can be filed at its July 21, 2017 meeting. This discussion was prompted during a recent release from probation appeal wherein the Appellant alleged discrimination for union activities.

The Executive Officer reported that she received one disciplinary action appeal and one release from probation appeal within the last two weeks. With the withdraw of the four allocation decision appeals recently, currently there are four releases from probation; one exam evaluation; and one disciplinary action appeal pending before the Commission.

Dowdin Calvillo informed Commissioners that she submitted her preliminary comments on the Chief of Financial Reporting and Control class study this week and that with regards to the 2016/17 Budget, she was preparing the third quarter fiscal status report for the CEO's Office. She said that it would be likely that she will need to request an augmentation to the Commission's budget to ensure there is funding for temporary staffing services obtained as a result of the Civil Service Specialist's unexpected retirement.

Lastly, she thanked Ms. Carol Smith for her outstanding service to the Commission over the past six months and welcomed Ms. Gina Volpi to the Commission office. Ms. Volpi will serve as the Commission's acting secretary and clerk for the next few months.

ADJOURNMENT

Seeing no further business before the Commission, without objection, Chair Nelson adjourned the meeting at 1 pm.

Adopted: June 2, 2017