

**Sacramento County Civil Service Commission**  
**July 16, 2024 ~ 1:30pm**

ADOPTED ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order  
The Meeting was called to order at 1:32pm by Chairman Bruce Nelson.
- 2) Flag Salute
- 3) Roll Call and Declaration of a Quorum  
Roll was called by Commission Clerk Gina Volpi, and it was noted that commissioners Nick Bloise and Steve Booth, and Chairman Bruce Nelson were present, and commissioners Noah Painter and Sally Ly were absent. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment:  
Chairman Bruce Nelson expressed his appreciation that Sacramento County Supervisor Sue Frost attended Memorial Day services at the Vietnam Memorial in Capitol Park. He was deeply moved by the services and is thankful for those who served.

Commissioner Steve Booth expressed his deep support for all Vietnam Veterans.

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes
  - May 24, 2024 Regular Business Meeting
- 6) Receive and File Required Quarterly Department of Personnel Services Reports
  - A) Announced Promotional Exams and Accepted Late Exam Applications: Third Quarter of 2024 (Apr/May/Jun)
  - B) Extended Eligible Lists: Second Quarter of 2024 (Apr/May/Jun)

ACTION: Motion by Commissioner Booth, seconded by Commissioner Bloise, to approve items 5 and 6 on consent. The motion was adopted unanimously (3 to 0).

## SEPARATE MATTERS

7) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Reports

- Reports for April, May, and June 2024

ACTION: Motion by Commissioner Booth, seconded by Commissioner Nelson, to accept item 6. The motion was adopted unanimously (3 to 0).

8) Election of Commission Chair and Vice Chair for the 2024/25 Fiscal Year, pursuant to Civil Service Rule 14.9

ACTION: Nominated by Commissioner Bloise, Commissioner Booth was unanimously (3 to 0) elected Chair for the 2024/25 fiscal year.

ACTION: Nominated by Commissioner Booth, Commissioner Bloise was unanimously (3 to 0) elected Vice Chair for the 2024/25 fiscal year.

## INFORMATIONAL MATTERS

9) Quarterly Status Report by the Department of Personnel Services on Continuous Exams

- Report for the Second Quarter of 2024 (Apr/May/Jun)

10) Quarterly Status Report by the Department of Personnel Services on Classification Studies Previously Approved by the Civil Service Commission

- Report for the Second Quarter of 2024 (Apr/May/Jun)

11) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for August 16 when Commissioners may hear a release from probation hearing.

In September, Commissioners may meet on September 13 and/or September 27. More information to follow.

Since the last meeting, she said the Commission received three exam disqualification appeals and one release from probation appeal. In addition, she dismissed one Promotional Exam – Oral Exam Panel appeal and closed two exam disqualification appeals and one release from probation appeal after it was withdrawn.

Currently, there are six release from probation, one Exam Disqualification, one Failed Psychological Exam appeal, and one Eligible List appeal pending

before the Commission.

Executive Officer Dowdin Calvillo also reported that since the last meeting, she provided initial comments on the proposed 2024 Information Security Analyst Series class study and is reviewing the revised 2020 Human Services Program Analyst class study.

### **ADJOURNMENT**

Seeing no further business before the Commission, without objection, Immediate Past Chairman Nelson adjourned the meeting at 1:46pm.

Adopted 13 September 2024