

**Sacramento County Civil Service Commission
May 3, 2013 Regular Meeting**

ACTION MINUTES

PROCEDURAL MATTERS

1) Call to Order: The meeting was called to order by Executive Officer (EO) Dowdin Calvillo at 1:31p.m at the Chambers of the Sacramento County Board of Supervisors.

A) Temporary Selection of a Commission Chairman (Pursuant to Civil Service Rule 14.9 (a))

ACTION: Because the Commission Chair (Johnson) and Vice Chair (Suter) were absent from today's meeting, Commissioner Nelson nominated Commissioner Purdy for the position of temporary Chairman. The nomination was seconded by Commissioner Bowler and was adopted unanimously.¹

2) Pledge of Allegiance: Commission Chair Purdy led the Pledge of Allegiance.

3) Roll Call and Declaration of a Quorum: Roll was called by Civil Service Specialist King and it was noted that Commissioners Bowler, Nelson, and Purdy were present, and a quorum was declared.

CONSENT MATTERS

4) Adoption of Commission Meeting Minutes: April 19, 2013 Regular Meeting

ACTION: Motion by Commissioner Nelson and seconded by Commissioner Bowler to adopt the item on consent. The motion was adopted unanimously.

SEPARATE MATTERS

5) Unfinished Business:

A) Continued from the Commission's July 27, 2012 meeting: *Consideration for approval revisions to the County's Classification Plan pertaining to the Senior Highway Maintenance Manager and Highway Maintenance Manager class specifications*

¹ The Minutes were adopted, as amended, at the Commission's June 7, 2013 meeting by adding this footnote. "Research conducted after the May 3, 2013 meeting identified Commissioner Nelson as the Commission's Vice Chair, not Commissioner Suter. Although it was then unnecessary to elect a temporary Chairman to preside over this meeting, said action does not impact any action taken by the Commission at this meeting."

within the Highway Maintenance Series

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Bowler to, adopt the EO's recommendations to: 1) approve the March 11, 2013 proposed revisions to the County's Classification Plan revising the Senior Highway Maintenance Manager and Highway Maintenance Manager class specifications within the Highway Maintenance Series, and 2) forward the approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval. The motion was unanimously adopted.

6) **New Business:**

A) *Request to Extend a Provisional Appointment to the Painter Class*

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Bowler, to adopt the EO's recommendation to approve the provisional appointment extension to the Painter class for a period of 120 days from the date of expiration, or until 20 days after an eligible list is established for the position, whichever occurs sooner. The motion was unanimously adopted.

B) *Approval of the Commission's Proposed Budget for the 2013/14 fiscal year, as prepared by the Commission's Executive Officer*

ACTION: Motion by Commissioner Bowler, seconded by Commissioner Nelson, to adopt the EO's recommendations to: 1) approve the proposed budget for the 2013/14 fiscal year as presented with a total spending authority in the amount of \$324,994 and a General Fund (or other funding sources) allocation/s in the amount of \$314,994, \$45,929 more than initially recommended by the County Executive Office (CEO); and 2) direct the EO to continue working with the CEO to propose the Commission approved budget to the Board of Supervisors for adoption. The motion was unanimously adopted.

INFORMATIONAL MATTERS

7) **Public Comment:** There was no public comment.

8) **Executive Officer's Report:**

EO Dowdin Calvillo was happy to report that the Board of Supervisor's approved the Commission's request for a mid-year budget adjustment in the amount of \$54,000. This will allow the Commission to finish the current fiscal year in the black.

She also stated that unless the Commission receives an urgent matter, such as an exam appeal or a provisional appointment request, the May 17, 2013 meeting will likely be cancelled. Therefore, the next meeting will likely be June 7, 2013.

EO Dowdin Calvillo also distributed a draft meeting schedule for the Commission's consideration at its next meeting. The schedule included meeting dates for the remainder of 2013 and the first six months of 2014, with six additional months of tentative meeting dates for the second half of 2014. She also said that at the next Commission meeting, DPS may bring two classification studies to the Commission for its consideration: 1) Medical Assistant and 2) Special Skills which was heard by the Commission previously.

ADJOURNMENT

There being no further business before the Commission, Commissioner Nelson moved to adjourn the meeting. Commissioner Bowler seconded the motion, and it was adopted unanimously. Chair Purdy then adjourned the meeting at 2:11 p.m.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Gordon Purdy
Chairperson