

Sacramento County Civil Service Commission
August 23, 2013 ~ 1:30pm

ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Gordon Purdy at 1:34p.m in the Chambers of the Sacramento County Board of Supervisors
- 2) Pledge of Allegiance: Chair Purdy led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Civil Service Specialist Jeanette King, and it was noted that Commissioners Patricia Macht and Ron Suter were present along with Chair Gordon Purdy and Vice Chair Michael Johnson. Commissioner Bruce Nelson was absent and a quorum was announced.

CONSENT MATTERS

- 4) Adoption of the July 26, 2013 Commission Meeting Minutes:
- 5) Reports: The following status reports were prepared by the Department of Personnel Services were submitted for receipt and filing:
 - A) *Student Class Appointments*: report for July 2013
 - B) *Promotional Exams and Late Applications*: report for July 2013

ACTION: Commissioner Suter requested the removal of Item 4 (*July 26, 2013 Commission Meeting Minutes*) from consent.

Motion by Commissioner Suter and seconded by Commissioner Johnson to adopt the items on consent with the exception of Item 4. The motion was adopted unanimously.

Commissioner Suter asked for clarification on one item in the Minutes. Motion by Commissioner Johnson and seconded by Commissioner Macht to adopt the *July 26, 2013 Commission Meeting Minutes*. The motion was adopted unanimously.

SEPARATE MATTERS

6) Reports:

A) *Provisional Appointments*: report for July 2013

ACTION: Motion made by Commissioner Suter and seconded by Commissioner Macht to accept and file the aforementioned report. The motion was adopted unanimously.

7) Unfinished Business:

A) *Consideration for approval proposed revisions to the Sacramento County Classification Plan to amend the Human Services Supervisor-Master's Degree class specification within the Human Services Series*. This item was continued from the Commission's July 12, 2013 regular meeting

ACTION: After much discussion regarding the probationary period for this class, the motion was made by Commissioner Johnson and seconded by Commissioner Macht to adopt the Executive Officer's recommendation to approve DPS' proposed revisions to the Classification Plan amending the HSS-MD class specification within the Human Services Series, with the following amendment: change the probationary period from 12 months to six months so that it is consistent with the County Charter as well as the intent expressed at the time the class was first re-titled in 1999; and refer the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval. The motion was adopted 3 to 0 with Commissioner Suter abstaining.

Commissioner Johnson cited that pursuant to the County Charter, should the Department of Health and Human Services subsequently determine that it is prudent to seek to change the probationary period back to 12 months it may, with approval from DPS, pursue an amendment to the class specification through the traditional amendment process.

8) New Business: NONE

INFORMATIONAL MATTERS

9) Public Comment: There was no public comment

10) Executive Officers Report:

Executive Officer Alice Dowdin Calvillo reported that the next meeting would be on September 6, 2013, and that it was likely that the only item on that meeting agenda would be the consideration of proposed amendments to the County's Classification Plan to amend two classes within the Emergency Operations Management series as well as to establish one new class within that series. The draft agenda and meeting packet was distributed to Commissioners.

She also reported that she was completing additional budgetary documentation as requested by the Chief Financial Officer for inclusion in the final 2013/14 budget as scheduled to be heard by the Board of Supervisors on August 10/11. She noted that there was no change to the Commission's budget at this time and none was expected. Commission staff are also developing an emergency response plan for our office as mandated by the County Executive.

Lastly, she summarized some of the significant changes that are forthcoming to the Board Chambers for public safety reasons as well as to update the recording equipment.

At 2:15pm, Chair Purdy excused staff and recessed the Commission into closed session, conducted pursuant to Government Code Section 54957 (b) (1).

CLOSED SESSION

11) Six- Month Performance Review: Executive Officer

The Commission conducted its six month performance review of the Executive Officer and reconvened to the regular meeting.

ADJOURNMENT

ACTION: There being no further business before the Commission, Commissioner Suter moved to adjourn the meeting. Commissioner Johnson seconded the motion, and it was adopted unanimously. Chair Purdy then adjourned the meeting at 3:48 p.m.

The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, September 6, 2013, in the Board of Supervisors' Chambers at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Gordon Purdy
Chair