

**Sacramento County Civil Service Commission
July 10, 2015 ~ 1:30pm**

**ADOPTED
ACTION MINUTES**

LOCATION: Sacramento County Board of Supervisors' Chambers
700 H Street, Sacramento, California 95814

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Patricia Macht at 1:34pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Chair Macht 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 Chair Macht, and Commissioners Ron Suter and Gordon Purdy were present and that Commissioners Michael Johnson and Bruce Nelson were absent. A quorum was declared.

Note: Commissioner Nelson arrived at 1:43pm.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:

June 26, 2015 Regular Meeting

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Suter to adopt item 5 on consent. The motion was adopted unanimously (3 to 0).

TIMED MATTERS

- 6) 1:35pm: Appeal Hearing – Release from Probation (Civil Service Rule 12.3)¹

Appeal No. 6001-14

ACTION:

Without objection, the Commission adjourned to closed session for the purposes of conducting this hearing at 1:36pm. With no objection, Chair Macht moved to return to open session at the conclusion of the hearing at 2:57pm.

Executive Officer Alice Dowdin Calvillo reported out of closed session that because the Commission was unable to reach a majority vote required by Civil Service Rule 14.16 on the disposition of the instant appeal, the hearing and subsequent Commission action was automatically continued to the Commission's next meeting – July 24, 2015.²

SEPARATE MATTERS

- 7) Unfinished Business: NONE

- 8) New Business:

- A) *Approval of proposed revisions (including changes to the minimum qualifications) to the Sacramento County Classification Plan to amend the following class specification: Assistant Tax Collector; and abolishment of the Assistant Tax Collector eligibility list.*

ACTION: After much discussion about the existing Assistant Tax Collector eligibility list and whether or not it should be abolished after it was only a little more than a month old, motion by Commissioner Suter and seconded by Commissioner Purdy to just approve the June 18, 2015 proposed revisions to the Classification Plan amending the Assistant Tax Collector class specification. The motion failed on a vote of 2 to 2 (Macht and Nelson voted no, Johnson absent).

Motion by Commissioner Suter and seconded by Chair Macht to adopt the Executive Officer's recommendations to: 1) approve the June 18, 2015 proposed revisions to the Classification Plan to amend the Assistant Tax Collector class specification, including changes to the MQs; 2) abolish the existing Assistant Tax Collector eligibility list; and 3) 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 1 (Nelson voted no, Johnson absent).

¹ This hearing was conducted in closed session per Government Code section 54957 (b).

² Rule 14.16 MAJORITY VOTE REQUIRED states that: a) all actions of the Commission shall be taken by a concurring majority vote of not less than three members; and b) any matter which is not acted on as provided in subdivision a) shall automatically be continued and placed on the agenda for the next regular meeting.

B) *Election of Commission Chair and Vice Chair for the 2015/16 fiscal year, pursuant to Civil Service Rule 14.9*

ACTION: Chair Macht nominated Commissioner Suter for Chair. The nomination was adopted unanimously (4 to 0).

Chair Elect Suter nominated Commissioner Nelson for Vice Chair. The nomination was adopted unanimously (4 to 0).

INFORMATIONAL MATTERS

9) Executive Officer’s Report: This was a verbal presentation to the Commission

Executive Officer Dowdin Calvillo reported that there are now three appeals scheduled for hearing at the July 24 meeting – the continuation of release from probation Appeal 6001-14 and two psychological evaluation disqualification appeals in addition to several Department of Personnel Service reports. She informed Commissioners that the August 7 meeting will be cancelled and that to date; there are one exam disqualification and one psychological evaluation disqualification appeal hearings scheduled for the August 21 meeting.

She told Commissioners that in the past week, the Commission received one new exam disqualification appeal and one failed drug test appeal. Currently, there are three psychological evaluation disqualifications, two releases from probation, two allocations, one exam disqualification, one failed drug test and one disciplinary appeal pending before the Commission.

ADJOURNMENT

ACTION:

With no further business pending before the Commission, Commissioner Nelson moved to adjourn the meeting. Immediate Past Chair Macht seconded the motion, and it was adopted unanimously (4 to 0). Immediate Past Chair Macht then adjourned the meeting at 3:29pm.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Bruce Nelson
Acting Chair