

Sacramento County Civil Service Commission
March 20, 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 1:30 pm 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 Executive Officer Alice Dowdin Calvillo, and it was noted that Chair Macht, and Commissioners Michael Johnson, Bruce Nelson, Gordon Purdy and Ron Suter were present. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:
February 20, 2015 Regular Meeting
- 6) Reports: The following status reports were prepared by the Department of Personnel Services and submitted for receipt and filing:
 - A) *Student Class Appointments*: report for February 2015
 - B) *Promotional Exams and Late Applications*: report for February 2015

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to adopt items 5 and 6 on consent. The motion was adopted unanimously (5 to 0).

SEPARATE MATTERS

- 7) Reports: The following report was prepared by the Department of Personnel Services.

Provisional Appointments: report for February 2015

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter, to accept and file the report. The motion was adopted unanimously (5 to 0).

- 8) Unfinished Business: NONE

- 9) New Business:

Approval of the Commission's Proposed Budget for the 2015/16 fiscal year, as proposed by the Commission's Executive Officer

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to adopt the Executive Officer's recommendations to: 1) approve the proposed budget for the 2015/16 FY with total spending authority in the amount of \$390,573 and an appropriations request in the amount of \$330,573; and 2) direct the Executive Officer to work with the CEO and the County's Chief Financial Officer to finalize the Commission's budget for submittal to the Board of Supervisors for their approval. The motion was adopted unanimously (5 to 0).

INFORMATIONAL MATTERS

- 10) Informational Report: The following report was prepared by the Department of Personnel Services at the request of the Civil Service Commission.

Sacramento County Background Checks and Transportation Security Administration (TSA) Airport Access Security Threat Assessment as they pertain to Sacramento County Employees

Ms. Karen Farrel, Personnel Analyst with Employment Services, and Ms. Bonnie Hawkins, Airport Security Coordinator, were present and fielded questions from Commissioners regarding the report. No formal action was taken as this was an informational item only.

11) Executive Officer's Report: This was a verbal presentation to the Commission

Executive Officer Dowdin Calvillo reported that the next meeting will be on April 10, 2015, three weeks from today, and that the meeting packet will be released next Friday, March 27. At this point, there is one exam disqualification appeal and one release from probation appeal on the agenda. In addition, the Commission will receive its first quarterly report from the Department of Personnel Services on those Class Studies approved by the Board of Supervisors in January, February and March of 2015.

She also reported that there is a possibility that the April 24 Meeting will be canceled as at this time there are no matters to schedule. She will keep the Commission apprised.

Executive Officer Dowdin Calvillo said that she received no new appeals this week, however, she did receive two requests for information on how to file an exam disqualification appeal. It is unknown as to whether or not an appeal will be filled as a result of those inquiries. She also said that she closed one release from probation appeal as the Appellant did not submit a Statement of Facts for their appeal as required by the Civil Service Rules. This action is appealable to the full Commission.

She reported that currently, there are four release from probation, two exam disqualification, two allocation, two disciplinary and one psychological disqualification appeal pending before the Commission.

ADJOURNMENT

ACTION:

Seeing no further business, Commissioner Suter moved to adjourn the meeting. Commissioner Johnson seconded the motion, and it was adopted unanimously (5 to 0). Chair Macht then adjourned the meeting at 2:09pm.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Patricia Macht
Chair