

**Sacramento County Civil Service Commission
April 7, 2017 Meeting**

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

1) Call to Order:

The meeting was called to order by Commission Chair Bruce Nelson at 1:49pm on Friday, April 7, 2017 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.

2) Pledge of Allegiance:

Chair Nelson led the Pledge of Allegiance.

3) Roll Call and Declaration of a Quorum:

Roll was called by Acting Clerk Carol Smith, and it was noted that Chair Nelson and Commissioners Michal Johnson and Ron Suter were present and that Commissioners Patricia Macht and Gordon Purdy were absent.

Executive Officer Dowdin Calvillo announced that the hearing for Appeal No. 6135-17 (Item No. 7) has been cancelled as the Appellant officially withdrew his appeal this morning.

PUBLIC COMMENT

4) Public Comment:

None received.

CONSENT MATTERS

5) Adoption of Commission Meeting Minutes:

March 3, 2017 Regular Business Meeting

6) Reports: The following status reports were prepared by the Department of Personnel Services:

A) *Student Class Appointments:* report for February 2017

B) *Promotional Exams and Late Applications:* report for February 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson to adopt the items on consent. The motion was adopted unanimously (3 to 0).

APPEAL HEARING

- 7) Late Exam Application (Civil Service Rule 4.2) **CANCELLED**

Appeal No. 6135-17

- 8) Release from Probation (Civil Service Rule 12.3) *This hearing was conducted in closed session per Government Code section 54957 (b).*

Appeal No. 6118-16

ACTION TAKEN IN CLOSED SESSION: Motion by Commissioner Suter, seconded by Commissioner Johnson to adopt the March 23, 2017 proposed decision issued by Hearing Officer Carol Vendrillo in the instant appeal in its entirety. The motion was adopted unanimously (3 to 0).

SEPARATE MATTERS

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

Provisional Appointments: report for February 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to accept and file the Provisional Appointments report for February 2017. The motion was adopted unanimously (3 to 0).

- 10) Unfinished Business: NONE

- 11) New Business:

Approval of the Commission's Proposed Budget for the 2017/18 fiscal year, as prepared by the Commission's Executive Officer.

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson to: approve the budget as proposed by the Executive Officer for the 2017/18 FY with total spending authority in the amount of \$423,914 and an appropriation request in the amount of \$363,914; and 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 (3 to 0).

INFORMATIONAL MATTERS

- 12) Executive Officer's Report: This was a verbal report to the Commission.

Executive Officer Dowdin Calvillo informed Commissioners that the next meeting would be on April 21 and that they will have exam evaluation appeal hearing scheduled. She also told Commissioners that there are five allocation decision appeal hearings scheduled for May 5, and one exam evaluation appeal hearing tentatively scheduled for the May 19 meeting.

She informed Commissioners that one Appellant withdrew his late exam application appeal this week, and another Appellant withdrew his medical disqualification appeal. The later appeal was administratively resolved. She also received one new exam evaluation appeal this week.

The Executive Officer reported that the Commission currently has four allocation decisions; three releases from probation; and two exam evaluation appeals pending.

In addition, Executive Director Dowdin Calvillo reported that she submitted her preliminary comments to DPS on the Human Services Supervisor class study this week and that she is reviewing the Chief of Financial Reporting and Control class study.

ADJOURNMENT

Seeing no further business before the Commission, Chair Nelson asked for a motion to adjourn. Commissioner Johnson moved to adjourn the meeting, and Commissioner Suter seconded it. The motion was adopted unanimously (3 to 0), and the meeting adjourned at 2:14 pm.