

**Sacramento County Civil Service Commission  
February 17, 2017 Meeting**

**ADOPTED  
ACTION MINUTES**

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Bruce Nelson at 1:31 pm on Friday, February 17, 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 Patricia Macht, Gordon Purdy, and Ron Suter were present and that Commissioner Michael Johnson was absent. A quorum was announced.

**CONSENT MATTERS**

- 4) Adoption of Commission Meeting Minutes:  
  
*February 3, 2017 Regular Business Meeting*
- 5) Reports: The following status reports were prepared and presented by the Department of Personnel Services:
  - A) *Student Class Appointments*: report for January 2017
  - B) *Promotional Exams and Late Applications*: report for January 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Macht to adopt all items on consent. The motion was adopted unanimously (4 to 0).

## APPEAL HEARING

6) Failed Drug Test (Civil Service Rule 4.11)

*Appeal No. 6129-16*

ACTION: At the conclusion of the appeal hearing, motion by Commissioner Suter, seconded by Commissioner Macht to: 1) adopt the Executive Officer's finding the Appellant did not provide clear and convincing evidence that the instant drug test was flawed and/or conducted improperly; and 2) deny the instant appeal thereby upholding the action of the Department of Personnel Services Director to remove the Appellant's name from the Communication and Media Officer I eligible list for a period of two years or for the life of the list, as consistent with Sacramento County Personnel Ordinance Section 2.78.030. The motion was adopted 3 to 1 (Nelson, no).

## SEPARATE MATTERS

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

*Provisional Appointments: report for January 2017*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy to accept and file the Provisional Appointments report for January 2017. The motion was adopted unanimously (4 to 0).

8) Unfinished Business: NONE

9) New Business: NONE

## INFORMATIONAL MATTERS

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

Executive Officer Dowdin Calvillo noted that the next meeting would be on March 3, 2017, and that there would be one exam disqualification appeal hearing scheduled. She said she may also have a proposed budget for the 2017/18 fiscal year ready for review and approval at this meeting. She informed Commissioners that the March 17 would be cancelled.

Dowdin Calvillo announced that there are currently: four allocations; three releases from probation; one failed drug test; one exam disqualification; and one medical disqualification appeal pending before the Commission.

She informed Commissioners that she received the Sheriff's Captain and Sheriff's Lieutenant class study for preliminary review and comment late last week. Lastly, she told Commissioners that in observation of President Washington's birthday, most County administrative offices, including the Commission's, would be closed on Monday.

## **ADJOURNMENT**

Seeing no further business before the Commission, Chair Nelson asked for a motion to adjourn. Commissioner Suter moved to adjourn the meeting, and Commissioner Purdy seconded it. The motion was adopted unanimously (4 to 0), and the meeting adjourned at 2:17 pm.

***Adopted March 3, 2017***