

Sacramento County Civil Service Commission
April 6, 2018 Meeting

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Michael Johnson at 1:31pm on Friday, April 6, 2018 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Chair Johnson 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 Johnson and Commissioners Bruce Nelson, Gordon Purdy, and Ron Suter were present and Commissioner Patricia Macht was absent. A quorum was declared.

After the declaration of a quorum, Executive Officer Alice Dowdin Calvillo recognized Acting Clerk Carol Smith for her exemplary service to the Commission and welcomed new hire Veronica Thorley as Executive Secretary to the Executive Officer.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes:

March 16, 2018 Regular Business Meeting

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to adopt item 5 on consent. The motion was adopted unanimously (4 to 0).

APPEAL HEARING

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

Appeal No. 6144-17

Because the Appellant was absent at the time the hearing was scheduled to open, Commissioners requested that the Executive Officer give her report to provide the Appellant with more time to appear. At 1:47pm the Commission recessed to closed session to hear the aforementioned appeal.¹ Once the Commission took action in closed session, it adjourned back to open session at 1:49pm.

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter, to deny the appeal and adopt the Proposed Decision in its entirety as prepared by Hearing Officer Susan Hayden. The motion was adopted unanimously (4 to 0).

INFORMATIONAL MATTERS

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

Executive Officer Dowdin Calvillo announced that the next regularly scheduled Commission meeting was April 20, 2018; however, the meeting would be canceled for a lack of items ready for Commission consideration. She said that the next meeting will be on May 4 at which time the Commission will consider the Customer Service Officer class study and possibly the Sewer District Maintenance Mechanic class study. She announced that the May 18 meeting will be cancelled.

She informed Commissioners that she closed one exam disqualification appeal this week after the appeal was administratively resolved, and the Appellant subsequently withdrew his appeal. She also reported that currently, there are five releases from probation and one exam evaluation appeals pending before the Commission.

Lastly, she explained that she plans to schedule the Commission requested review and discussion of the release from probation appeal acceptance criteria outlined in the Civil Service Rules at a minimum of two separate Commission meetings to afford a greater opportunity for all stakeholders to participate. She will work with the Department of Personnel Services to compile information for these discussions which could subsequently result in a proposal to amend the Civil Service Rules.

¹ It should be noted that despite informing the Executive Officer that she would be present for the hearing, the Appellant did not appear.

ADJOURNMENT

Seeing no further business before the Commission, Commissioner Nelson moved and Commissioner Suter seconded, to adjourn the meeting. With a 4 to 0 vote in support of the motion, Chair Johnson adjourned the meeting at 1:50 pm.

Adopted 4 May 2018