

**Sacramento County Civil Service Commission
January 22, 2021 ~ 1:30pm (Teleconference)**

ADOPTED
ACTION MINUTES

Executive Officer Alice Dowdin Calvillo read the following into the record: "In compliance with directives of the County, State, and Centers for Disease Control and Prevention, this meeting was streamed live and closed to the public. Members of the public were encouraged to participate in the meeting by submitting written comments electronically."

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Vice Chair Mike Johnson at 1:41pm, on Friday, January 22, 2021.

- 2) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commission Vice Chair Johnson and Commissioners Nick Bloise, Gordon Purdy, and Ron Suter were present and Commission Chair Bruce Nelson was absent. A quorum was declared.

Executive Officer Alice Dowdin Calvillo announced that item No. 7 was cancelled as the Appellant in the matter withdrew his appeal yesterday.

PUBLIC COMMENT

- 3) Public Comment: None.

CONSENT MATTERS

- 4) Adopt Commission Meeting Minutes:

December 18, 2020 Regular Business Meeting

- 5) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
 - A) *Student Class Appointments: report for December 2020*
 - B) *Promotional Exams & Late Applications: report for December 2020*
 - C) *Extended Eligible Lists: quarterly report for October, November & December 2020*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Bloise, to adopt items 5 and 6 on consent. The motion was adopted unanimously (4 to 0).

SEPARATE MATTERS

(Non-consent items requiring action by the commission)

- 6) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Reports:

Report for December 2020

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Suter, to accept the Department of Personnel Services' Monthly Provisional Appointments Status Report for December 2020. The motion was adopted unanimously (4 to 0).

APPEAL HEARING

- ~~7) Exam Disqualification (Civil Service Rule 5.7):~~

~~*Appeal 6278-20*~~

INFORMATIONAL MATTERS

(Non-action items)

- 8) Quarterly Status Report by the Department of Personnel Services on Classification Studies Previously Approved by the Civil Service Commission:

Report for the Fourth Quarter

- 9) Executive Officer's Report:

The Commission's next meeting is scheduled for February 5, however that meeting will be cancelled due to COVID-19 implications. Therefore, the next meeting will be on February 19, 2021 wherein Commissioners will consider recommendations stemming from the 2020 Solid Waste and Recycling series. In addition, Commissioners are scheduled to hear one failed drug appeal.

At the March 19 meeting, Commissioners are tentatively scheduled to consider recommendations to the County's Classification Plan stemming from the 2020 Construction Labor Compliance series class study as well as the 2020 Voter Registration and Elections series class studies. Commissioners will also adopt a budget for the FY 2021/22 Budget Year.

At the April 23 meeting, Commissioners may consider recommendations to the Sacramento County Classification Plan stemming from the 2020 Traffic Signs Maintenance Worker class study.

Executive Officer Dowdin Calvillo said that she closed one exam disqualification and one release from probation appeals this week after they were withdrawn by their respective appellants.

She reported that currently, there are four release from probation; one failed drug test; one

allocation; and one failed psychological evaluation appeal pending before the Commission.

Commission Vice Chair Johnson asked about the Commission's appeal docket, more specifically, he wanted to know how far out release from probation appeals were being scheduled for their administrative hearings as it appeared that it was taking many months. Executive Officer Dowdin Calvillo reported that typically, these hearing are scheduled six to eight months after being accepted. Vice Chair Johnson asked what was causing the delay. Executive Officer Dowdin Calvillo stated that most of the time, delays were due to the Respondent's unavailability. After much discussion by the Commission regarding their concerns with such delays, the Commission requested that the Executive Officer prepare a letter from the Chair to County Counsel for Sacramento County expressing concerns with the lengthy delays caused by the Respondent's unavailability and requesting a more detailed reason for the delays. Ultimately, the Commission would like these hearings scheduled sooner.

ADJOURNMENT

Hearing no further business before the Commission, motion by Commissioner Suter, seconded by Commissioner Purdy to adjourn the meeting. Motion was adopted unanimously (4 to 0) and the meeting was adjourned at 2:25 pm.

Adopted February 19, 2021