

**Sacramento County Civil Service Commission
June 28, 2013 Regular Meeting**

ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Johnson at 1:31p.m in Sacramento County Hearing Room 2.
- 2) Pledge of Allegiance: Commission Chair Johnson led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Executive Officer (EO) Dowdin Calvillo and it was noted that Commissioners Bowler, Johnson, Nelson, and Suter were present and that Commissioner Purdy was absent. A quorum was declared.

CONSENT MATTERS

- 4) Adoption of Commission Meeting Minutes: *June 7, 2013 Regular Meeting*
- 5) Reports: The following status reports prepared by the Department of Personnel Services were submitted for receipt and filing:
 - A) *Student Class Appointments*: report for May 2013
 - B) *Promotional Exams and Late Applications*: report for May 2013

ACTION: Motion by Commissioner Suter and seconded by Commissioner Bowler to adopt all items on consent. The motion was adopted unanimously.

TIMED MATTERS

- 6) 1:35pm: Appeal Hearing – DPS Rejection of an Exam Application for Failure to Demonstrate Minimum Qualifications (Civil Service Rule 5.7)

A) *Appeal No. 5968-13*

ACTION: Motion by Commissioner Suter¹ and seconded by Commissioner Bowler to adopt the EO's recommendation to deny the appeal and allow the decision of the Director of the Department of Personnel Services to stand. The motion was adopted unanimously.

¹ Commissioner Suter expressed his disappointment that the Appellant in the instant case elected not to appear before the Commission in support of her own appeal.

SEPARATE MATTERS

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

A) *Provisional Appointments*: report for May 2013

ACTION: Motion by Commissioner Bowler and seconded by Commissioner Suter to receive and file the above mentioned provisional appointment report. The motion was adopted unanimously.

- 8) Unfinished Business: NONE

- 9) New Business:

A) *Request to Extend a Provisional Appointment to the Assistant Building Official Class*

ACTION: Motion by Commissioner Suter and seconded by Commissioner Bowler to adopt the EO's recommendation to approve the provisional appointment extension to the Assistant Building Official class for a period of 30 days from the date of expiration.

INFORMATIONAL MATTERS

- 10) Presentation to Commissioner Bowler: The following was a verbal presentation given by Commission Chair Johnson to honor outgoing Commissioner W. Bernard Bowler for his six years of service on the Commission. Mr. Bowler is retiring from the Commission effective June 28, 2013.

W. Bernard Bowler

W. Bernard Bowler was first appointed to the Commission by District 3 Supervisor Susan Peters on September 12, 2007 to fill the remainder of Former Commissioner Raymond Nelson's term.² He was re-appointed by Supervisor Peters on June 16, 2010. Commissioner Bowler was elected by

² Mr. Nelson passed away while in office.

the Commission to serve as Chair for the 2009/10 fiscal year and then elected Vice Chair of the Commission for the 2010/11 fiscal year.

Commissioner Bowler brought leadership and years of valuable private sector management experience to the Commission having been an Executive at IBM Corporation for 32 years and a manager at Pacific Telephone for five years. He also served as an Officer in the United States Air Force.

He also brought with him experience in the public sector having served on several local and State boards and commission, including as Foreman for the County's Grand Jury.

Commissioner Bowler took his commitment to the Commission very seriously and served the County well. He has a great attention to detail and was especially helpful in developing the specific experience and skill requirements for the classes in the County's new Economic Development series.

A native Californian, Commissioner Bowler has a Bachelor of Science degree in Mathematics from Loyola Marymount University.

We express our deepest gratitude to Commissioner Bowler for his six years of service to the Commission, County staff, and the public and wish him the best as he retires.

11) Public Comment: There was no public comment.

12) Executive Officers Report:

EO Dowdin Calvillo distributed copies of the Commission adopted meeting schedule for the 2013/14 fiscal year and noted that the next meeting would be on July 12, 2013. She also distributed copies of the draft agenda for the July 12 meeting and stated that it would be a busy meeting with possibly three exam appeals, a classification study (Special Skills) and Commission Officer election, as well as a policy item relating to the inclusion of criminal histories and other types of employment check notifications in the Classification Plan vs. in the individual job announcements.

EO Dowdin Calvillo also noted that several exam appeals have been scheduled for the

July 26 meeting as well with at least one classification study as well as a possible release from probation appeal.

Lastly, she informed the Commission that a psychological exam appeal was moving through the process and may be set for Commission action within the next few months.

ADJOURNMENT

There being no further business before the Commission, Commissioner Suter moved to adjourn the meeting. Commissioner Bowler seconded the motion, and it was adopted unanimously. Chair Johnson then adjourned the meeting at 2:07 p.m.

The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, July 12, 2013, in the Board of Supervisors' Chambers at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Michael Johnson
Chairperson