

**Sacramento County Civil Service Commission  
July 22, 2016 ~ 1:30pm**

**ADOPTED  
ACTION MINUTES**

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Ron Suter at 1:31 p.m., in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Chair Suter led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Acting Commission Clerk, Amanda Bishop, and it was noted that Chair Suter and Commissioners Patricia Macht and Bruce Nelson, were present and that Commissioners Michael Johnson and Gordon Purdy were absent. A quorum was declared.

Chair Suter announced that Agenda Item 7, an exam disqualification appeal hearing, was canceled and notice of the cancellation was provided in accordance of the Brown Act.

**PUBLIC COMMENT**

- 4) Public Comment: None received.

**CONSENT MATTERS**

- 5) Adoption of Commission Meeting Minutes:

*June 17, 2016 Regular Business Meeting*

- 6) Reports: The following status reports were prepared and presented by the Department of Personnel Services for receipt and filing:
  - A) *Student Class Appointments*: report for June 2016
  - B) *Promotional Exams and Late Applications*: report for June 2016
  - C) *Eligible Lists Extended*: quarterly report for April, May and June 2016

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Macht to adopt all items on consent. The motion was adopted unanimously (3 to 0).

## APPEAL HEARING

- 7) Examination Disqualification (Civil Service Rule 5.7)

~~Appeal No. 6105-16~~ **Hearing Canceled**

## SEPARATE MATTERS

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

*Provisional Appointments: report for June 2016*

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Macht to accept and file the Provisional Appointments report for June 2016. The motion was adopted unanimously (3 to 0).

- 9) Unfinished Business: NONE

- 10) New Business:

*Election of Commission Chair and Vice Chair for the 2016/17 fiscal year, pursuant to Civil Service Rule 14.9*

ACTION: Commissioner Macht nominated Commissioner Nelson as Chair. Nomination adopted unanimously (3 to 0).

ACTION: Chair Elect Nelson nominated Commissioner Johnson as Vice Chair. Nomination adopted unanimously (3 to 0).

## INFORMATIONAL MATTERS

- 11) Reports:

*Quarterly Status Report on Classification Plan Revisions Approved by the Commission: report for April, May and June 2016*

No action taken – informational item only.

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

Executive Officer Dowdin Calvillo reported that the next Commission meeting will be on August 12, and that there would be at least one psychological disqualification appeal hearing and one exam disqualification appeal hearing. In addition, she has scheduled consideration of two classification studies: Chief Building Official and Neighborhood Services Area

Manager for Commission consideration. She noted that this will be the only meeting during the month of August. The next meeting after August will be on September 9.

She also informed Commissioners that she received two new exam disqualification appeals this week and closed two failed drug test appeals as they were not within the Commission's jurisdiction. She said that there are currently seven releases from probation, four allocations, four exam disqualifications and three psychological appeals pending before the Commission.

Lastly, Executive Officer Dowdin Calvillo reported that she had completed and submitted budget documentation in support of the Board of Supervisors' September budget hearings.

### **ADJOURNMENT**

**ACTION:** With no further business pending before the Commission, Chair Elect Nelson moved to adjourn the meeting, and Commissioner Macht seconded the motion. It was adopted unanimously (3 to 0). Immediate Past Chair Suter then adjourned the meeting at 1:41 p.m.