

Sacramento County Civil Service Commission
February 3, 2017 ~ 1:30pm

LOCATION: Sacramento County Board of Supervisors' Chambers
700 H Street, Sacramento, California 95814

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Acting Chair Ron Suter at 1:31 pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Acting Chair Suter 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 Acting Chair Suter and Commissioners Patricia Macht and Gordon Purdy were present and that Commissioners Michael Johnson and Bruce Nelson were absent. A quorum was announced.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:
 - A) *January 6, 2017 Regular Business Meeting*
 - B) *January 6, 2017 Closed Session*
- 6) Reports: The following status reports were prepared by the Department of Personnel Services:
 - A) *Student Class Appointments*: report for December 2016
 - B) *Promotional Exams and Late Applications*: report for December 2016
 - C) *Eligible Lists Extended*: quarterly report for October, November and December 2016

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

APPEAL HEARING

7) Failed Drug Test (Civil Service Rule 4.11)

Appeal No. 6127-16

ACTION: At the conclusion of the appeal hearing, motion by Commissioner Purdy, seconded by Commissioner Macht to: 1) adopt the Executive Officer's finding that 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 Parking Lot Supervisor 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 unanimously (3 to 0).

SEPARATE MATTERS

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

Provisional Appointments: report for December 2016

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

9) Unfinished Business: NONE

10) New Business: NONE

INFORMATIONAL MATTERS

11) Reports: The following quarterly report was prepared by the Department of Personnel Services per the Commission's request. This was an informational item only.

Status Report on Classification Plan Revisions Approved by the Commission: report for October, November and December 2016

REQUEST: Commissioner Macht requested an update on the Animal Care Management class study approved by the Commission on February 19, 2016 but not yet approved by the Board of Supervisors. Ms. Carla Honey with the Employment Services Office stated that she would provide the Commission with an update.

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

Executive Officer Dowdin Calvillo reminded the Commission that their next meeting will be on February 17 wherein they will have at least one failed drug test appeal hearing scheduled. She informed the Commission that she would have one exam disqualification appeal hearing scheduled for the March 3 meeting and a proposed budget for the 2017-18 fiscal year ready for Commission review and adoption and their March 17 meeting. She mentioned that there may also be a release from probation appeal hearing scheduled on March 17 and that she will keep Commissioners apprised as they got closer to that date.

She notified Commissioners that she received one medical disqualification appeal this week and closed one disciplinary appeal and one exam disqualification appeal after they were both withdrawn by the Appellants. Dowdin Calvillo told Commissioners that there are four allocations, three releases from probation, three failed drug test, one exam disqualification, and one medical disqualification appeal currently pending before the Commission.

Dowdin Calvillo reported that she is working on the mid-year fiscal review for the Commission as well as developing a proposed budget for the 2017-18 fiscal year.

ADJOURNMENT

Seeing no further business before the Commission, Acting Chair Suter asked for a motion to adjourn. Commissioner Macht moved to adjourn the meeting and Commissioner Purdy seconded it. The motion was adopted unanimously (3 to 0) and the meeting adjourned at 2:00 pm.