

Sacramento County Civil Service Commission  
January 31, 2020 ~ 1:30pm

ADOPTED  
ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Ron Suter at 1:35pm, on Friday, January 31, 2020 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Commission Chair Suter led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commission Chair Suter and Commissioners Pat Macht and Bruce Nelson were present while Commissioners Michael Johnson and Gordon Purdy were noted absent. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment: None.

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes:  
*December 13, 2019 Regular Business Meeting*
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
  - A) *Student Class Appointments: report for December 2019*
  - B) *Promotional Exams and Late Applications: report for December 2019*
  - C) *Extended Eligible Lists: quarterly report for October, November, December 2019*

ACTION: Motion by Commissioner Macht, seconded by Commissioner Nelson, to adopt Items 5 and 6 on Consent. The motion was adopted unanimously (3 to 0).

**SEPARATE MATTERS**

- 7) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Report:  
*Report for December 2019*

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Macht, to accept the Department of Personnel Services' Monthly Provisional Appointments Status Report for December 2019. The motion was adopted unanimously (3 to 0).

## APPEAL HEARINGS

- 8) Release from Probation (Civil Service Rule 12.3):

*Appeal No. 6233-19*

ACTION: After noting that the Appellant and/or his representative were present, Motion by Commissioner Nelson, seconded by Commissioner Macht, to adopt Hearing Officer Carol Vendrillo's December 16, 2019 proposed decision in Appeal No. 6233-19 as its own thereby denying said appeal. The motion was adopted unanimously (3 to 0).

## INFORMATIONAL MATTERS

*(Non-action items)*

- 9) Quarterly Status Report by the Department of Personnel Services:

*Classification Studies Approved by the Commission during the fourth quarter of 2019*

- 10) Executive Officer's Report: This will be a verbal report to the Commission.

Executive Officer Alice Dowdin Calvillo informed Commissioners that the Commission's next meeting on February 14, 2020 would be cancelled. She also informed Commissioners they may consider the Fleet Services series class study recommendations at its February 28 or March 13 meeting.

She reported that she was developing a proposed budget for the Commission's approval at an upcoming meeting.

Dowdin Calvillo said that she accepted one exam evaluation appeal this week but then closed it when it was administratively resolved. She also closed a failed drug test appeal after it was administratively resolved.

She said that there are four releases for probation; two psychological disqualifications; one allocation; and one exam evaluation appeal pending before the Commission.

## ADJOURNMENT

Seeing no further business before the Commission, Chair Suter adjourned the meeting at 1:43 pm after it was moved by Commissioner Nelson and seconded by Commissioner Macht with the motion adopted unanimously (3 to 0).

*Adopted 13 March 2020*