

**Sacramento County Civil Service Commission Meeting
September 25, 2020 ~ 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 Chair Bruce Nelson at 1:33pm, on Friday, September 25, 2020.
- 2) Pledge of Allegiance: Skipped
- 3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commission Chair Nelson and Commissioners Michael Johnson, Gordon Purdy, and Ron Suter were present. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes:
August 14, 2020 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
 - A) *Student Class Appointments: report for August 2020*
 - B) *Promotional Exams and Late Applications: report for August 2020*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, 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)

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

Report for August 2020

Upon learning that the Retirement Services Manager exam was on continuous file,

Commissioners Suter, Johnson, and Chair Nelson expressed concern that continuous exams for management classifications and/or classifications with very few positions could potentially conflict with the Civil Service Rules mandate that hires be based on merit.

ACTION: After much discussion, motion by Commissioner Johnson, seconded by Commissioner Nelson, to continue this item to the next meeting and direct DPS to provide an overview of the continuous exam process. The motion was adopted unanimously (4 to 0).

The Commission adjourned to closed session per Government Code section 54957 (b).

APPEAL HEARING

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

Appeal No. 6241-19

ACTION: After much discussion, motion by Commissioner Suter, seconded by Commissioner Purdy, to adopt the July 13, 2020 decision drafted by Hearing Officer Carol Vendrillo in the instant case as its own and deny the instant appeal. The motion was adopted 3 to 1 (Johnson abstained). It should be noted that the Appellant did not appear.

INFORMATIONAL MATTERS

(Non-action items)

9) Executive Officer's Report: This was a verbal report to the Commission and was given before Commissioners adjourned to closed session.

Executive Officer Dowdin Calvillo informed the Commission that the October 9 and 23 meetings would be canceled and that the next meeting would be November 20, 2020 whereat the Commission would consider recommendations stemming from the 2020 Probation Assistant classification study.

She informed Commissioners that she received one psychological disqualification evaluation and one exam disqualification appeal this week. The exam disqualification appeal was administratively resolved. She further reported that she closed two failed drug appeals – one was withdrawn as it was administratively resolved, and she rejected the other on the grounds that it was not within the Commission's jurisdiction. She also closed one release from probation appeal after it was withdrawn by the appellant.

She reported that there are three release from probations; one allocation; and one psychological examination failure appeals pending before the Commission.

Executive Officer Dowdin Calvillo said that she received the 2020 Environmental Regulation and Legislative Analyst series class study for her preliminary review this week.

ADJOURNMENT

Seeing no further business before the Commission, Chair Nelson adjourned the meeting at 2:46 pm without objection.

Adopted 20 Nov 2020