

SANTA CRUZ COUNTY  
CIVIL SERVICE COMMISSION  
Minutes for April 15, 2021, at 5:45 p.m.  
Meeting Held Remotely via Teams and Teleconference

**Present:** Chair Olivia Madrigal, Vice-Chair Kevin Fink, Steve Landau, Dina Hoffman, and Tamiko Collins

**Staff present:** Ajita Patel, Personnel Director, Jennifer Espino-Smith, Personnel Analyst, Nisha Patel, Deputy Director, Mitsuno Baumeister, EEO Officer, and Sven Stafford, Principal Administrative Analyst/CAO's Office

**Attendees:** Nikki Yates and Sheri Thomas – Middle Management Association

**Sheriff's Department:** Undersheriff Medina, and Dr. Stephanie Fiore

1. Minutes of January 21, 2021 reviewed.  
Motion/Second: Hoffman/Landau. Passed unanimously.
2. Changes or additions to the agenda: None
3. Oral Communications: None.
4. Secretary's Report:
  - a) Disciplinary hearing scheduled for May. Keep on calendar but there may be a possible settlement.
  - b) Presentation by Sven Stafford and Mitsuno Baurmeister regarding development of the two-year Operational Plan which will include a lens of equity for programs and services. Commissioner Madrigal thanked them for the update and presentation.
5. Old Business:
  - a) Subcommittee (Commissioners Hoffman) meetings with staff representatives are complete. A meeting with the Personnel Department is pending regarding suggested changes to the Civil Service Rules. No major changes. Commissioner Hoffman is meeting with former Commissioner Potro to obtain materials.
6. New Business:
  - a) Consideration of One Year Probationary Periods for the Classes of Sheriff's Coroner Investigator I, Sheriff's Coroner Investigator II, and Sheriff's Supervising Coroner Investigator.

Ajita reviewed the request along with an explanation of operational need as articulated in the Staff report. Commissioner Hoffman asked who performed these functions previously. Undersheriff Medina explained that Deputies previously took care of the functions. Law Enforcement staff are rotated in and out which does not provide for consistency and stability in the assignment. The new classifications will be dedicated to the assignment.

Commissioner Fink asked if these positions are sworn or non-sworn and Undersheriff Medina confirmed they are. In addition, these positions have limited peace officer powers to transport bodies, conduct search and seizures, Undersheriff Medina confirmed that sworn officers will not be rotated in as they are needed for sworn duties and over the last few years there has not been too much interest.

Motion/Second: Fink/Hoffman. Passed unanimously.

- b) Proposed Temporary Amendments to Civil Service Rules 130, Section VI. G – Provisional Appointments. Amendments Shall Address Public Health Emergency Impacts.

Ajita reviewed the Staff report. Commissioners indicated support to extend provisional appointments for limited term provisional appointments that are for pandemic related functions. Commissioner Fink suggested that the language be clarified to ensure that the amendment is utilized for the intended purpose, e.g., identify positions, specify functions, etc. Commissioner Hoffman made motion to add clarification of how public health emergency is identified and clarify to which positions the amendment applies. Commissioners also support permanent changes of some sort for future emergencies of any sort.

Motion/Second: Fink/Hoffman. Passed unanimously.

## 7. Reports

- a) Adopted Delegated Classification Report.  
Motion/Second: Fink/Hoffman. Passed unanimously.
- b) Provisional Report.  
Reviewed.

## 8. Correspondence Items reviewed:

- a) Reappointment of Commissioner Fink.
- b) Reappointment of Commissioner Landau

## 9. Adjournment: 6:45 p.m.

## 10. Next quarterly meeting is scheduled for Thursday, July 15, 2021, at 5:45 p.m.