



COUNTY OF SANTA CRUZ

Personnel Department

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TO : Civil Service Commissioners

FROM : Laurie Hill, Staff to the Commission

DATE : April 14, 2009

RE : Frequency of Regularly Scheduled Commission Meetings

At the January 15, 2009 meeting, your Commission asked staff to provide additional information to assist the Commission in its deliberation regarding the frequency of regularly scheduled meetings.

The County Code (2.46.060) provides that the Commission shall hold regular meetings as necessary to conduct their business and need not hold monthly meetings. Civil Service rules state that meetings of the Commission shall be held as necessary to conduct business on a timely basis.

The Commission has met quarterly since 1996: January, April, July and October on the 3rd Thursday of the month. Prior to 1996 the Commission met monthly.

While typically the Commission's agenda does not support more frequent meetings, there has been an increased interest in and attendance at the Commission's quarterly meetings over the last 18 months. To this end, the Commission asked staff to provide information regarding the meeting frequency for our eight comparable agencies:

COMPARABLE COUNTIES	TYPES	FREQUENCY OF MEETINGS	# of Members and compensation
Contra Costa	Merit Board	2 times per month and hearings	5 members – appointed by Board - \$75./meeting not to exceed \$1800/yr.
Solano	Civil Service	Once per month and hearings	5 members – appointed by Board
Marin	Civil Service	Quarterly and hearings	5 members appointed by Board - \$100/diem
Sonoma	Civil Service	Once per month and hearings	5 members appointed by the Board - \$75/ meeting
San Mateo	Civil Service	Once per month and hearings	5 members appointed by the Board - \$50/meeting not to exceed \$150/mo
Santa Clara	Personnel Board	Every Friday as needed – includes hearings	5 members appointed by Board – no compensation
Napa	None	N/A	
Monterey	Appointed hearing officer	N/A	

Your

Commission meets less frequently than five of the six agencies that have comparable Commissions/Boards. All of these Commissions and Boards also conduct appeal hearings as needed. Many of these Commissions/Boards receive compensation for their regularly scheduled meetings. The Santa Cruz County Civil Service Commission receives no compensation for their quarterly meetings.

Should the Commission meet more frequently?

Public comments during your regularly quarterly meetings have encouraged more frequent public meetings in order to bring new concerns to the Commission. The Commission expressed interest in maintaining momentum on current issues.

Access to the Commission, however, is not limited to public comment at quarterly meetings. Customers may send letters and emails to the Commission and file formal appeals under Civil Service Rule 130 Section I. D.(attached). The Civil Service appeal form (attached) is available on-line (<http://sccounty01.co.santa-cruz.ca.us/personnel/PER3125.pdf>) , through an employee's representative, or from the Personnel Department.

Further, the Commission is not limited by the quarterly meeting schedule and can request a meeting anytime under noticing provisions of Civil Service Rules. This includes both Special and Emergency meetings.

The Commission has limited funding. The Commission's budget covers attorney fees, compensation for appeal hearings, meal reimbursement, and miscellaneous supplies. The Commission's staffing is shared with other Personnel related activities. During the current fiscal constraints the County is reducing the frequency of some commissions and board meetings.

The staffing cost for a Commission meeting includes time to assemble, prepare and post meeting agenda materials and minutes, manage correspondence, meeting time and Commission's directed follow up items. Recently the Personnel Department has provided additional staff support at the Commission's meetings including representation from Personnel Administration (Director and/or Assistant Director), various Personnel Analysts as well as your typical staff support from the Secretary.

Recommended Options:

- Consider additional information on the Civil Service Commission Website regarding how to access the Commission and/or
- Consider Special Meetings as needed to keep the momentum of any items currently under Commission consideration and/or
- Add more regular Commission meetings.

If the Commission wishes to consider additional Commission meetings, staff recommends that the Commission meet bi monthly. This schedule would add two monthly meetings a year. The new schedule can begin at the Commission's discretion with consideration of your collective calendars and the availability of the Board of Supervisors' Chambers. The Board Chambers calendar indicates that the room is available most evenings.

If you do choose to increase the frequency of Commission meetings staff recommends that you:

- Keep the same schedule for quarterly reports (Employment Services statistics and Provisional Appointments) that compare activities from one quarter to another.
- Review Discipline reports every six months.
- Approve Classification reports bi monthly.