

Civil Service Commission Minutes
Thursday, January 15, 2009

The Civil Service Commission held a quarterly meeting on Thursday, January 15, 2009 in the Board of Supervisors' Chambers, 701 Ocean Street, Santa Cruz, California.

ORDER OF BUSINESS

1. Call to Order: Vice Chair Gordon called the meeting to order at 5: 50 p.m.
2. Attendance: Commissioners present: Vice Chair Jack Gordon, Judy Jones, Olivia Madrigal and James Maxwell. Staff present: Michael J. McDougall, Personnel Director, Ajita Patel, Deputy Director, and Laurie Hill, staff to the Commission.
3. Approval of Minutes: The minutes of the November 20, 2008 meeting were approved as amended by Commissioner Jones and approved: 4-0. Add "Board of Supervisors". Reverend Oracle clarified that she requested background information for all Planning Department staff and Nancy Elliott was concerned that Merit Board and Personnel Board findings were not listed in minutes.
4. Additions to the Agenda: Replacement handout on Building Inspectors.
5. Oral Communications:
 - a. G. Richard Arnold presented concerns regarding background of Planning staff.
 - b. Reverend Oracle reported concerns about delays in the Planning department processes.
 - c. Sharon Mitchell requested all attachments to Commission be listed on website.
 - d. Clive Boustred, citizen, questioned the qualifications of the Sheriff's Department employees following a personal incident. Chair Gordon directed him to speak to the Sheriff.
6. Secretary Report: Laurie Hill reported no new appeals and a request for the official record of the last appeal hearing. Reminded Commissioners of their obligation to complete ethics training and provided an on line resource. Offered to schedule an orientation session for new commissioners and delivered parking permits and agenda for upcoming Equal Employment Opportunity meeting.
7. Old Business:
 - a. Oral report on enhanced website posting of support documents for Commission meetings: This month's meeting agenda included electronic copies of standardized reports to the Commission. Commissioners requested that all possible reports related to meeting agendas be posted to the Commission's website.
 - b. Receive report on the frequency of Civil Service Commission meetings at the County's eight comparable agencies: Received report and noted that many Commissions meet more frequently than Santa Cruz. Commissioner Taren felt that the Commission loses momentum and should consider more frequent meetings. Commissioner Madrigal concurred. Commission asked for a staff report

at the next meeting with more information about our comparable counties and about increasing the number of Commission meetings.

- c. Consider draft letter to the Board of Supervisors' regarding Commissions' concerns about the county's Whistleblower program. The Commission approved the letter as drafted.
 - d. Received report on qualifications of the County's Building Inspectors. List was corrected to include the Chief Building Official. Comments from G. Richard Arnold, Reverend Oracle, and Commissioners Taren, Madrigal and Gordon. Report accepted.
 - e. Commission approved Certificates of Appreciation for outgoing Commissioners Patricia Fink and Michael Barsi.
8. New Business
- a. Introduced new Civil Service Commissioner: James M. Maxwell
 - b. Elect Commission Chair: Commissioner Jones nominated and Maxwell seconded Jack Gordon. Approved: Commissioner Jones nominated and Commissioner Gordon seconded Commissioner Taren for Vice Chair. Approved:
 - c. Commissioner approved proposed update to Civil Service Policy with respect to abolishing eligibility lists. Delete reference to Affirmative Action Officer and replace with Equal Employment Officer.
 - d. Commission approved limiting public comments to five minutes each and no more than 30 minutes total. Moved by Taren, Seconded by Madrigal, Approved: 4-0 Directed staff to add language to upcoming agendas and to post a sign at upcoming meetings
9. Reports
- a. Approved draft Annual Report for the Year 2008. Moved by Jones, Seconded by Madrigal, approved: 4-0. Asked staff to post on website.
 - b. Adopted Delegated Classification Actions.
 - c. Received Employment Services Division Workload Report.
 - d. Received Provisional Appointment Report.
 - e. Distributed Civil Service 2009 Schedule of Meetings.
10. Received Correspondence Items
- a. Board of Supervisors' appointment of new Civil Service Commissioner, James M. Maxwell, dated December 9, 2008 for a term to expire Dec. 31, 2011
 - b. Letter of resignation, tendered November 18, 2008, from Commissioner Barsi.
11. Adjournment: There being no other business or public comments, the quarterly meeting was adjourned at 7:10 pm

Respectfully submitted,

Laurie Hill, Staff to the Commission