

SANTA CRUZ COUNTY
CIVIL SERVICE COMMISSION
Minutes for January 19, 2012
5:50 p.m.
701 Ocean Street, Room 500
Santa Cruz, California

Present: Chair James Maxwell, Margaret Leonard, Dina Hoffman, Olivia Madrigal, and Carmen Potro

Staff present: Laurie Hill, staff to the commission. Michael McDougall, Personnel Director, and Ajita Patel, Deputy Director of Personnel.

1. Approved minutes of the meeting of November 17, 2011. Motion/Second: Madrigal and Maxwell.

AYES: 3
NOES: 0
ABSTAIN: 0
ABSENT: 2 (Hoffman and Potro)

2. Changes or additions to the agenda: Provided corrected handout for provisional report.

3. Oral Communications: none

4. Secretary's report: Two hearings pending: 1) February 15 and 2) received written request to continue the hearing scheduled for January 18 and 19th. The Commission Chair agreed to the continuance, and this case is now calendared for March 21 and 22. The employee asked for a third day, and Hill responded that the Commission would decide on added days once the hearing proceeded.

5. New Business: Election of Chair and Vice Chair: Leonard nominated Vice Chair Madrigal for the position of Chair, seconded by Potro. Madrigal was elected Chair.

AYES: 4
NOES: 0
ABSTAIN: 0
ABSENT: 1

Leonard nominated Potro as Vice Chair, seconded by Madrigal. Potro was elected Vice Chair.

AYES: 4
NOES: 0
ABSTAIN: 0
ABSENT: 1

Laurie Hill has retired from her post as staff to the Commission and the assignment will transition to Ajita Patel.

6. Adopted Delegated Classification Report. Motion/Second: Potro and Maxwell.
AYES: 4
NOES: 0
ABSTAIN: 0
ABSENT: 1
7. Accepted and filed Provisional Appointment Report for October – December 2011. Report was corrected to include Sheriff Department provisional as promotional.
8. Received and filed correspondence:
 - a. Appointment of James Maxwell to expire 2015.
 - b. Civil Service Commission Attendance Report 2011 as submitted to Board.
 - c. Staff response to employee appeal of performance evaluation. Hill reported that a second appeal from the employee's representative was received on January 19. The Commission asked staff share the draft response to the second appeal with the Commission's counsel.
9. Adjournment: 6:10 p.m.
10. Next meeting is scheduled March 15, 2012.