

Civil Service Commission Minutes **Thursday, April 16, 2009**

The Civil Service Commission held a quarterly meeting on Thursday, April 16, 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: 47 p.m.
2. Attendance: Commissioners present: Chair Jack Gordon, Vice Chair Bob Taren, James Maxwell, and Carmen Potro. Absent: Commissioner Olivia Madrigal. 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 January 15, 2009 meeting were approved. Moved by Maxwell and 2nd by Taren, 4-0-1
4. Additions to the Agenda: Chair Gordon introduced Carmen Potro, retired County Personnel and Health Services employee and new Commissioner. Taren requested a thank you to Judy Jones for her service.
5. Oral Communications (noted new time public comment time restriction – listed on agenda and posted in the Board Chambers. Three minutes per person). There was no public comment.
6. Secretary Report: Laurie Hill reported there were copies available of a staff report regarding increasing the Commission's regularly scheduled meetings. Distributed a new list of Commissioners. A sign was posted at Board Chamber entrance and at podium regarding the new public comment time restrictions. EEO rule changed at last meeting will be addressed in a future Board agenda item. Reminded Commissioners of their obligation to complete ethics training and provided an on line resource and a May 20 training opportunity. Statement of Economic Interest is due April 1. Commission's annual report was posted on the website. This month's agenda materials were posted in their entirety on the website and this reduced the hard copy agenda material distribution to half. Appeals: One Commission appeal decision was overturned by Appeals court and is now awaiting the Superior Court action to implement. Counsel Kontz said he would monitor the process. One employee is appealing a recent Commission appeal hearing decision and we are awaiting the Superior Court date. A new dismissal appeal scheduled for May 6.
7. Old Business:

Consider increasing the frequency of Commission's regularly scheduled meeting. At the January 2009 meeting the Commission asked for a staff report on the potential to increase the frequency of Commission meetings. Hill summarized from the staff report (attached). She highlighted that access to the Commission is not limited to public meetings and referred to Special meeting, appeal hearings, or written communications. Options offered consider putting information on the web as to how to access/communicate with the Commission, considering Special meetings, or adding more frequent meetings. Commissioner Taren wants to maintain momentum

suggested monthly meetings with breaks. Gordon agreed regarding momentum and initially suggested every other month. Taren suggested two months on and one month off. Nancy Elliott encouraged the Commission to meet more frequently to be more responsive to employees and to provide better oversight. Taren suggested the continuance of subcommittees. Taren's moved that the Commission meet two months on and one month off: January/February on, March off, April/May on, June off, July/August on, September off, October/November on, December off. Seconded by Potro. Maxwell suggested the new schedule be revisited in one year. Approved 4-0-1. Next meeting May 21.

8. New Business

- a. Introduced new Civil Service Commissioner Appointed April 14, 2009: Carmen Potro
- b. Accepted and filed Personnel Department Mission Vision Statement. Nancy Elliott suggested that the Personnel Department's statement should include the Commission and reference to merit principles. Commissioner Potro agreed regarding the merit principles. Director McDougal clarified the process used to develop the department's vision.
- c. Review proposed changes in the one year probationary list: Consider adding Welfare Fraud Investigator I and II, amend title changes and remove obsolete classifications. After discussion, Taren moved, Maxwell seconded approved 4-0.
- d. Added item: Commissioners asked for a commendation for Judy Jones and a declaration from the Board. A reception will be scheduled.

9. Reports

- a. Adopted Delegated Classification Actions. Taren moved, Maxwell seconded, approved 4-0
- b. Accepted Employment Services Division Workload Report.
- c. Accepted Provisional Appointment Report.

10. Received Correspondence Items

- a. Letter from the Board of Supervisors acknowledging receipt of the Commission's Annual report.
- b. Letter from Commission, dated January 26, 2009, to Board of Supervisors regarding the Whistleblower Hotline. Taren suggested placing this item back on the agenda in three to six months. Comment from Morgan Koch about lack confidentiality of complaints and hoped that the Commission continued to research alternatives and the possibility of an independent body. Taren recommended a new Ad Hoc committee. Gordon asked about Hotline statistics and Hill reported that the Auditor's office provides an annual report to the Board. Elliott said the Auditors office does not address issues that involve compromise of the Civil Service Commission and the Commission does not have a mechanism for this, particularly in the area of promotions. She further suggested staffing of the Commission that is independent of the Personnel Department. Gordon said he was interested in discussing alternatives.
- c. Letter from the Board of Supervisors, dated January 30, 2009, in response to the Commission's letter regarding the Whistleblower Hotline.
- d. Letter from Board of Supervisors thanking the Commissioners.

11. Adjournment: There being no other business or public comments, the quarterly meeting was adjourned at 6:50 pm

Respectfully submitted,

Laurie Hill, Staff to the Commission