

Civil Service Commission Minutes
Thursday, October 19, 2006

The Civil Service Commission held a quarterly meeting on Thursday, October 19, 2006 in the Board of Supervisors' Chambers, 701 Ocean Street, Santa Cruz, California.

ORDER OF BUSINESS

1. Call to Order: Chair Jack Gordon called the meeting to order at 6:00 p.m.
2. Attendance: Commissioners present: Robert Taren, Judy Jones, Patricia Fink, and Jack Gordon. Commissioner Michael Barsi was absent. Present: Laurie Hill, Secretary to the Commission, Nancy Elliott, and County Chapter President of SEIU. There were several spectators in the audience.
3. Approval of Minutes: The minutes of the July 20, 2006 meeting were approved 4-0.
4. Oral Communications:
 - a. Nancy Elliott presented concerns from SEIU membership regarding the state of job specifications (special emphasis on technology based and clerical family classifications) and excessive delays and a need for oversight in hiring. She asked that these items be placed on the January 18, 2007 agenda for further discussion. She had no specific recommendations as she was still gathering information from the SEIU membership. At Ms. Elliott's request Commissioner Jones recommended that these items be placed on the agenda and encouraged SEIU to work with Personnel to get at least a framework as to how to approach the issues. Ms Elliott also asked about the possibility of placing Commission agendas on line along with Commission contact information.
 - b. PJ Warner, along with her SEIU representative M'Liss Keesling, offered a written document followed by an oral presentation regarding her termination from County extra help employment.
5. Secretary Report: Commission confirmed the December 6th 1:30 appeal hearing. Commission Secretary referenced the Request for Reconsideration that was received by the Commission just prior to the meeting. Chair Gordon agreed to meet with counsel to clarify process and to calendar the request for discussion.
6. Additions and Corrections to Agenda: There were no other additions to the agenda.
7. Old Business: Update on the Commission's recommendation to modify the 6 probationary employee evaluation schedule. On October 17, 2006 the Board of Supervisors' approved the Commission's recommendation to move the first evaluation for 6-month probationary employees from two months to three months, effective payroll November 11, 2006. Commissioner Jones asked for a full copy of the Board materials including attachments.

8. New Business:

- a. Distributed the 2007 meeting calendar.
- b. Confirmed the availability of all Commissioners for the November 13 Ethics Training as required by AB 123.

9. Reports

- a. Annual Report: Commissioner Taren asked about the ability to post the Commission agendas on the County's website and Ms. Hill agreed to report back in January. Commissioner Fink asked about restricting appellant's contacts with Commissioners during an appeal hearing. Commissioner Jones concurred and the Chair suggested that we add an admonishment to the appeal hearing introductory statement that is delivered by Chair. No other recommendations.
- b. Delegated Classification Actions report. Commissioner Taren moved to adopt the report, seconded by Commissioner Gordon. Noted that there were over 119 classification actions. Approved 4-0. Staff confirmed for Commissioner Taren that this report and notice of classification changes is provided to the employee representation groups.
- c. The received and accepted Employment Services Division Workload Reports.

10. Received correspondence.

11. Adjournment: There being no other business or public comment, the quarterly meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Laurie Hill, Staff to the Commission