

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday, January 25, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Shaley Salsbury

County Counsel: Jon Ansolabehere
Outside Counsel: Steve Simas

Absent: None

1. Call to Order / Flag Salute / Roll Call

Commission Vice President Nicholson called the meeting to order at 9:01am and led the flag salute. Commission Secretary Tami Douglas-Schatz introduced Commissioner David Warren. Roll was called. All Commissioners were present.

2. Election of Officers

Commissioner Bergman nominated Commissioner Baltodano for Vice President. Commissioner Santos seconded. The motion to elect Commissioner Baltodano as Commission Vice President passed 4-0-1, with Commissioner Baltodano abstaining.

Commission Vice President Baltodano nominated Commissioner Nicholson for Commission President. Commissioner Bergman seconded the motion. The motion to elect Commissioner Nicholson as Commission President carried 4-0-1, with Commissioner Nicholson abstaining.

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3. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There were no public comments.

4. Minutes

The following draft minutes are submitted for approval:

- a. December 14, 2022

The minutes for December 14, 2022, were considered. Commissioner Baltodano motioned to approve the minutes as presented. Commissioner Santos seconded the motion. The motion to approve carried 4-0-1. Commissioner Warren abstained as he was not present for the December 14, 2022 meeting.

5. Reports

Commission President - None

Commission Counsel – Jon Ansolabehere stated that he would like to make a correction to a previous report in which he stated that fact finding had been postponed due to a conflict with SLOCEA's scheduling. Mr. Ansolabehere clarified that the conflict was with County scheduling.

Commission Outside Counsel - None

Commission Secretary – Tami Douglas-Schatz recognized Commissioner Bergman for 30 years of service to the Commission. Ms. Douglas-Schatz stated that there would be opportunity for Brown Act training provided by counsel and stated that Commission Clerk Shaley Salsbury would follow up with the Commission regarding mandated training requirements. Commissioner Bergman inquired about the possibility of live trainings.

Principal Human Resources Analyst Mark McKibben reported that Principal Human Resources Analyst Frank Stapleton would take over coordination of hearings.

6. Receive and File: Annual Report

- a. Annual Report Fiscal Year 21/22

Human Resources Analysts Miranda Wall and Chrystal Pope presented the 2021-2022 Annual Report. Following the presentation, Commission President Nicholson asked if there were any comments from the Commission. Vice President Baltodano thanked the Human Resources staff for their work on the report. President Nicholson opened the floor for public comments regarding the Annual Report. There were none. Commission Secretary Tami Douglas-Schatz stated that the report would be presented to the Board of Supervisors at an upcoming meeting.

7. Request to Approve Revised Language for Minimum Qualifications

- a. Presentation – *Minimum Qualifications – Recruitment, Selection, and Staff Report*

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Commission Secretary, Human Resources Director Tami Douglas-Schatz, introduced the presentation, and thanked the Department Heads and staff who were present to participate in the presentation. Ms. Douglas-Schatz recommended the Commission approve the addition of the amended minimum qualification language as provided for use in all applicable existing specifications, and to all new specifications to be brought before the Commission.

Examples of limitations of the existing minimum qualification language for both initial hiring and promotional opportunities were provided by Health Agency Director Nicholas Drews, Public Works Director John Diodati, Library Director Chris Barnickel, Human Resources Analyst Miranda Wall, Human Resources Analyst Lacey Chagolla, Information Technology Department Director and Chief Information Officer Daniel Milei, Veterans Services Director Morgan Boyd, Human Resources Analyst Stephanie Nute, Human Resources Analyst Teresa McCarthy White, Director of Social Services Devin Drake, Social Services Department Deputy Director Linda Belch, Director of Behavioral Health Anne Robin, and Child Support Department Director Natalie Walter.

President Nicholson asked for public comment. Seeing none, President Nicholson thanked Ms. Douglas-Schatz and participants for the information and feedback. Commission Vice President Baltodano thanked the staff present for their work preparing for the presentation, and for their time spent at the meeting.

Commissioner Santos motioned to approve the recommendation to amend all existing applicable specifications, and all new specifications to be brought before the Commission to include the following language as provided:

"A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes:"

Commission Vice President Baltodano seconded the motion to approve. The motion to approve carried 5-0-0.

8. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendaized here may do so when recognized by the President. Presentations are limited to three minutes per individual. Hearing no public comment, President Nicholson moved to Closed Session.

9. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

President Nicholson stated that there was no reportable action in Closed Session.

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10. Adjournment

President Nicholson adjourned the meeting.

**** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.***