

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*

AGENDA

**County of San Luis Obispo Civil Service Commission
Regular Session Meeting**

Wednesday, July 26, 2023 @ 9:00 a.m.

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

1. Call to Order / Flag Salute / Roll Call

2. 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.

3. Minutes

The following draft minutes are submitted for approval:

- a. June 28, 2023

4. Reports

Commission President
Commission Counsel
Commission Outside Counsel
Commission Secretary

5. Request to Approve Updated 2023 Regular Session Meeting Calendar

6. Training Presentation by Commission Counsel, Steve Simas

- a. Civil Service Commission: Introduction to Appeals, Process, and Hearings

7. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendaed here may do so when recognized by the President. Presentations are limited to three minutes per individual.

8. 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

Civil Service Commission

9. Adjournment

Civil Service Commission



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Minutes

County of San Luis Obispo Civil Service Commission Regular Session Meeting

Wednesday, June 28, 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 President Nicholson called the meeting to order at 9:01am and led the flag salute. Roll was called. All Commissioners were present.

2. 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.

3. Minutes

The following draft minutes are submitted for approval:
a. May 24, 2023

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The minutes for May 24, 2023, were considered. Vice President Baltodano requested amendment to page 3a.002 to read "line 25 be amended." Commissioner Baltodano motioned to approve the minutes as amended. Commissioner Warren seconded the motion. The motion to approve the minutes as amended carried 4-0-1 with Commission President Nicholson abstaining.

4. Reports

Commission President – None

Commission Counsel – None

Commission Outside Counsel - None

Commission Secretary – None

Principal Human Resources Analyst Frank Stapleton requested the Commission continue to hold August 22-23, 2023, and October 24 and 26, 2023 for termination hearings. Mr. Stapleton requested the Commission hold September 26-28, 2023, November 29-30, 2023, and December 12-14, 2023 for tentative hearing dates.

5. Request to Approve Revised Job Specification(s):

- a. M.H. Medical Record Supervisor

Human Resources Analyst Lynsey Bond, Human Resources Analyst Katie Youngdale, and Behavioral Health Director Anne Robin introduced the revised specification. Ms. Bond corrected page 5a.008 line 14 to read "This classification is responsible," and page 5a.008 line 29 and page 5a.009 line 30 to reflect the language represented on the redlined version of the specification, substituting both instances of the word "coordinating" for "appropriate." Vice President Baltodano requested amendment to page 5a.009 line 56 to "Communicates," and amendment to page 5a.010 line 67 to read "is desired but not required." Vice President Baltodano motioned to approve the revised specification as amended. Commissioner Santos seconded the motion. The motion to approve the revised specification as corrected and amended carried 5-0-0.

6. 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.

7. 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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8. Adjournment

President Nicholson adjourned the meeting at 9:58am.

**** 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.***

DRAFT

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

Civil Service Commission 2023 Regular Session Meeting Dates



MEMBERS OF THE COMMISSION
President Jeannie Nix
Vice President Jed Nicholson
Robert Bergman
Erica Flores Baltodano
Lesley Santos

**Regular monthly meetings are held on the 4th Wednesday at 9:00 A.M.
at 1055 Monterey Street, SuiteD-271, San Luis Obispo.**

January 25, 2023

February 22, 2023

March 22, 2023

April 26, 2023

May 24, 2023

June 28, 2023

July 26, 2023

August 23, 2023

September 27, 2023

October 25, 2023

*November 15, 2023

*December 20, 2023

***Adjusted due to holiday**

Note: If extenuating circumstances arise, following prior authorization from the Commission President and with compliance to the Brown Act, the meeting date/time/location may change.

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*December 13, 2023

***Adjusted due to holiday**

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