

# Civil Service Commission



**Jed Nicholson** *Commission President, District 1*

**Lesley Santos** *District 2*

**Erica Flores Baltodano** *Commission Vice President, District 3*

**David Warren** *District 4*

**Robert Bergman** *District 5*

**Jamie Russell** *Commission Secretary*

## AGENDA

**County of San Luis Obispo Civil Service Commission**

**Special Session Meeting**

**Monday December 9, 2024 @ 9:30 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. January 24, 2024
  - i. Amend Line 154 on page 3a.004
- b. July 24, 2024
- c. November 14, 2024
- d. November 15, 2024
- e. November 20, 2024

**4. Reports**

Commission President:

- i. Consideration to cancel Regular Meeting on December 18, 2024

Commission Counsel

Commission Outside Counsel

Commission Secretary:

- ii. Calendaring future Special Hearings

**5. Calendar**

- a. The following draft of the 2025 Regular Meeting Calendar submitted for approval.

**6. Public Comment on Closed Session Items**

# Civil Service Commission

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.

- 7. Closed Session – Public Employee Discipline (per Government Code Section 54957(b)):**  
Hearing and deliberations regarding Appeal #A23-09
- 8. Adjournment**

# 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 24, 2024 @ 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 9:02am and led the flag salute. Roll was called. All Commissioners were present.

#### 2. Election of Officers

Commissioner Santos nominated Commissioner Baltodano for Vice President. Commissioner Bergman 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.

# Civil Service Commission

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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 was no public comment.

### 4. Minutes

The following draft minutes are submitted for approval:

- a. November 29, 2023

Commissioner Warren motioned to approve the minutes as presented. Commission Vice President Baltodano seconded the motion. The motion to approve as presented passed 5-0-0.

- b. December 11, 2023
- c. December 12, 2023
- d. December 13, 2023

Commission President Nicholson suggested review and approval of the December meetings jointly. Commission Vice President Baltodano motioned to approve the minutes as presented. Commissioner Bergman seconded the motion. The motion to approve the minutes from December 11, 2023, December 12, 2023, and December 13, 2023, passed 5-0-0.

### 5. Reports

**Commission President** - None

**Commission Counsel** - None

**Commission Outside Counsel** - Commission Counsel recognized Commission Clerk Shaley Salsbury for her work supporting the Commission throughout the last Commission hearing.

**Commission Secretary** - Tami Douglas-Schatz introduced Emily Landis, Executive Director of SLOCEA.

**Principal Human Resources Analyst Frank Stapleton** requested the Commission hold hearing dates for termination hearing July 16, 17, and 18, 2024, a termination hearing May 6, 7, and 8, 2024, and confirmed an upcoming hearing for a letter of reprimand on April 23 and 24, 2024. Mr. Stapleton asked the Commission to hold June 10, 11, and 12, 2024 for future scheduling.

### 6. Request to Approve Revised Job Specification(s):

- a. Engineer I-IV

Principal Human Resources Analyst Michael Hobbs presented the proposed revisions to the Engineer series specification along with Public Works Department Head, John Diodati, and Human Resources Analyst Miranda Wall. Before starting Mr. Hobbs requested corrections for the Engineer I/II/III job specification. These corrections included the minimum qualifications

# Civil Service Commission

90 section. Mr. Hobbs explained what these corrections were and provided reasons as to why  
91 the changes were necessary.

92  
93 Mr. Hobbs provided clean copies of the proposed specification including these revisions to the  
94 Commission for consideration. President Nicholson requested the Commission review and  
95 consider the newly distributed documents.

96  
97 Mr. Hobbs explained the revisions for Engineer I/II/III/IV job specifications were primarily to  
98 revise the minimum qualifications related to the Professional Engineer or Land Surveyor  
99 registration but also needed updates to clearly distinguish the characteristics of the duties of  
100 each class. Engineer IV is a true Supervisor specification and is also in the Supervising  
101 Bargaining unit and is not part of the career series. Moving it to its own document and retitling  
102 the specification will help clarify that and minimize confusion with incumbents or applicants.  
103 The Commission requested the following amendments to the proposed Engineer I-II-III  
104 specification: page 2 line 38 to change from "Checks maps and plans," to, "Checks maps and  
105 plans submitted by third parties," and page 2 line 44 to change "Reviews plans and construction  
106 for compliance with standards and specifications," to, "Reviews plans and construction  
107 documents prepared by the County for compliance with standards and specifications."

108  
109 Commission President Nicholson invited public comment. SLOCEA Executive Director Emily  
110 Landis commented that SLOCEA was in support of the specification changes.

111  
112 Commissioner Bergman motioned to approve the revised specification as amended.  
113 Commission Warren seconded the motion. The motion to approve the revised specification as  
114 amended passed 5-0-0.

115  
116 The Commission moved on to the review of Supervising Engineer. Mr. Hobbs reported most of  
117 the revisions were to more clearly distinguish the supervisory responsibilities and discussed  
118 the other proposed changes.

119  
120 Commissioner Santos proposed amendment to page 6a.027 line 31 to change "Prepares  
121 reports and recommendations outlining cost and benefits of alternative project proposals," to,  
122 "Prepares or oversees preparation of reports and recommendations outlining costs and  
123 benefits of alternative project proposals," The Commission requested amendment to page  
124 6a.027 line 27 to change "Checks maps and plans," to, "Checks maps and plans submitted by  
125 third parties."

126  
127  
128 President Nicholson requested amendment to page 6a.027 line 34 to change "Reviews plans  
129 and construction for compliance with standards and specifications," to, "Reviews plans and  
130 construction documents prepared by the County for compliance with standards and  
131 specifications."

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134 Vice President Baltodano requested amendment to page 6a.027 lines 34-35 to change "Acts as  
135 engineering representative for the Department before official boards, commissions, and the  
136 general public," to, "May represent the Department before official boards, commissions, and  
137 the general public."  
138

139 President Nicholson invited public comment on the proposed amendment to the Supervising  
140 Engineer specification. There was none.  
141

142 Vice President Baltodano motioned to approve the specification as amended. Commissioner  
143 Santos seconded the motion. The motion to approve the revised specification as amended  
144 passed 5-0-0.  
145

146 Following review and approval of the Supervising Engineer specification, Commissioner  
147 Bergman motioned to reconsider the Engineering I-II-III specification. Commissioner Warren  
148 seconded the motion to reconsider. The motion to reconsider the Engineer I-II-III specification  
149 passed 5-0-0.  
150

151 President Nicholson invited public comment. There was none.  
152

153 The amendment proposed included changing to, "May represent the Department before  
154 official boards, commissions, and the general public" (page 6a.021, line 46) from "Acts as  
155 engineering representative and represents the Department before official boards,  
156 commissions, and the general public." Commissioner Santos motioned to approve the revised  
157 Engineer I/II/III specification as further amended.  
158

159 Commissioner Warren seconded the motion. The motion to approve the specification as  
160 amended passed 5-0-0.  
161

## 162 163 164 **7. Public Comment on Closed Session Item** 165

166 Members of the public wishing to address the Civil Service Commission on Closed Session  
167 matters agendized here may do so when recognized by the President. Presentations are limited  
168 to three minutes per individual. Hearing no public comment, President Nicholson moved to  
169 Closed Session.  
170

## 171 **8. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule** 172 **Update. (Gov Code Section 54957.6):** Agency designated representative: Tami Douglas- 173 Schatz, or designee 174

175 President Nicholson stated that there was no reportable action in Closed Session.  
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# Civil Service Commission

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**9. Closed Session –Public Employee Discipline (per Government Code Section 54957(b)):**

Hearing and deliberations regarding Appeal # A22-04

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

**10. Adjournment**

President Nicholson adjourned the meeting at 10:52am.

***\* 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.***

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# 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*

**Jamie Russell** *Commission Secretary*

## Minutes

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

Wednesday, July 24, 2024 @ 9:00 a.m.

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

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

Staff: Commission Secretary Taj D'Entremont  
Acting Commission Clerk Rosa Reyes

Outside Counsel: Steve Simas

**Absent:** Commissioners: None

County Counsel: Jon Ansolabehere

#### 1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 am 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 was no public comment.



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### 3. Minutes

The following draft minutes are submitted for approval:

- a. January 19, 2024
- b. January 24, 2024
- c. March 27, 2024
- d. April 23, 2024
- e. April 24, 2024
- f. May 6, 2024
- g. May 7, 2024
- h. May 22, 2024

The minutes were voted on separately. President Nicholson inquired if there was any public comment on the specific minutes dates when the minutes were presented. There was no public comment on any of the minutes presented.

- a. January 19, 2024 – There were no amendments. Commissioner Bergman moved to approved the minutes and Commissioner Warren seconded the motion. Motion passed 5-0-0.
- b. January 24, 2024 – Vice President Baltodano had questions on page 3d. 004 around line 159. The minutes do not specify what amendments were proposed and voted on. Miranda Wall, Human Resources Analyst confirmed that there were nuances in the language and that the Commission preferred some of the language clarified in the distinguishing duties and characteristics of Supervising Engineer. That language was applied to Engineering I/II/III when it was re-opened. Vice President Baltodano thought the minutes should reflect the amendments. The Commission requested that these minutes be brought back at the next meeting and include the amendments that there made.
- c. March 27, 2024 – There were no amendments. Commissioner Bergman moved to approve the minutes and Vice President Baltodano seconded the motion. Motion passed 5-0-0.
- d. April 23, 2024 – There were no amendments. Commissioner Warren moved to approve the minutes and Vice President Baltodano seconded the motion, with Commissioner Bergman abstaining. Motion passed 4-0-1.
- e. April 24, 2024 – There were no amendments. Vice President Baltodano move to approve the minutes and Commissioner Warren seconded the motion with Commissioner Bergman abstaining. Motion passed 4-0-1.
- f. May 6, 2024 – There were no amendments. Commissioner Warren moved to approve the minutes and Vice President Baltodano seconded the motion, with Commissioner Bergman abstaining. Motion passed 4-0-1.
- g. May 7, 2024 – There were no amendments. Commissioner Warren moved to approve the minutes and Vice President Baltodano seconded the motion, with Commissioner Bergman and Commissioner Santos abstaining. Motion passed 3-0-2.
- h. May 22, 2024 - There were no amendments. Commissioner Bergman moved to approve the minutes and Commissioner Santos seconded the motion. Motion passed 5-0-0.

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## 4. Reports

**Commission President** – Nothing to report.

**Commission Counsel** – Nothing to report.

**Commission Outside Counsel** – Nothing to report.

**Commission Secretary** – Jaime Russell, Human Resources Director, introduced Stephanie Nute, the new Deputy Director of Services and Learning and Development. Frank Stapleton, Principal Human Resources Analyst, brought forth dates for potential Special Hearings. There is termination from the Probation Department with potential hearing dates in November. Currently there is a hearing scheduled at the end of August for a termination out of the Probation Department that will be discussed in closed session. The Commission is holding dates of October 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup>. Mr. Stapleton inquired about the Commissions availability on November 14<sup>th</sup> and November 15<sup>th</sup>. Commissioners confirmed their availability. Mr. Stapleton asked that the Commission hold dates of December 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup>. Commissioners confirmed their availability.

## 5. Receive and File: Annual Report

### a. Annual Report 2023

Miranda Wall, Human Resources Analyst and Natalie Fixler, Human Resources Analyst introduced the 2023 San Luis Obispo County Civil Service Commission Annual report. Notable, is this is the first Annual report that was completed on a calendar year as opposed to a fiscal year. The Analyst discussed the different sections of the report including grievances/appeals, Commission meetings and hearings, highlights, recruitment and retention, equal opportunity data and class spec activity. There were no questions from the Commissioners.

President Nicholson reported the Commission will receive and file the San Luis Obispo Annual report for 2023.

## 6. Request to Approve by Consent:

### a. Application of approved preamble language to minimum qualifications and ability to identify and remove or replace language describing allowed formulaic substitutions.

Michael Hobbs, Principal Human Resources Analyst presented a follow-up to an item that was approved in January 2023. The department did a presentation to add preamble language to the minimum qualifications and then in April of that year brought a list of about 70% of job classifications that were appropriate for those changes. Since then, to now the department has gone back and reviewed the remaining job classifications to see if these changes were necessary. Attachment A, included remaining classifications that should receive the same revisions of the preamble language to allow flexibility and deletes any formulaic or

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136 substitution language. Attachment B is for classifications that have any required licenses. This  
137 language was removed from the Education and Experience section and added to the License  
138 and Certification section. There were about 78 remaining classifications that should stay as is.  
139 This includes department head classifications and others where there were specific education  
140 requirements of the job that would not allow for flexibility.

141  
142 There was no public comment. President Nicholson asked if there was a motion to approve  
143 the request by Human Resources to add the education and experience requirement  
144 preamble language. Commissioner Santos moved to approve, and Vice President Baltodano  
145 seconded the motion. Motion passed 5-0-0.

## 149 **7. Request to Approve Revised Job Specification(s) and Approve New Job** 150 **Specification(s):**

- 151 a. Paralegal (Revised)
- 152 b. Senior Paralegal (New)

153  
154 Kathryn Smith, Human Resources Classification and Compensation Analyst and Chrystal Pope,  
155 Human Resources Analyst presented this item. It was recommended the Commission  
156 approve revisions to the Paralegal classification and the creation of a Senior Paralegal  
157 classification. The paralegal classification was originally adopted by the Civil Service  
158 Commission and approved by the Board of Supervisors in June of 2004. Paralegal positions  
159 are currently allocated exclusively within the District Attorney's office within the county's  
160 organization. To provide adequate support to attorneys, paralegal staff are required to have  
161 more advanced knowledge and experience with the more advanced criminal case types such  
162 as homicides and human trafficking, in addition to complex civil cases of financial and  
163 environmental fraud. The department also has a need for paralegals to perform advanced  
164 specialized assignments requiring a high level of independence and responsibility with limited  
165 supervision.

166  
167 The current paralegal specification does not adequately represent these more advanced job  
168 duties and requisite knowledge and abilities essential to successful operations of the  
169 department. The classification study also identified a potential need for paralegals to support  
170 attorneys in other county departments that primarily handle civil cases, such as County  
171 Council. However, the language used in the current paralegal specification limits the use of  
172 the classification to be used in departments that primarily handle criminal cases.

173  
174 Based on these factors, it was recommended the Commission approve the addition of a single  
175 level senior paralegal classification as well as the proposed revisions to the existing paralegal  
176 classification. The creation of this new senior paralegal classification is intended for  
177 employees who perform more advanced and specialized paralegal duties and who will  
178 function as lead workers over other paralegal staff through training, providing technical  
179 oversight for other paralegals or clerical staff within the department and assisting with  
180 assignment schedules for the paralegal unit. Within the department there was only a limited

# Civil Service Commission

181 number of positions needed to function as the senior paralegal and so the new classification  
182 was recommended to be a single level classification instead of a class series. The minimum  
183 qualifications for the senior paralegal classification account for the additional experience and  
184 more advanced education that typically provides the knowledge, skills and abilities necessary  
185 to perform the job effectively. The revisions to the current paralegal specification would  
186 modernize the language to accurately describe the permanent job duties and employment  
187 standards. New distinguishing characteristics were added to more clearly differentiate the  
188 current classification from the new senior paralegal classification and other technical and  
189 legal clerical support within the county. The types of casework identified in the specification  
190 were also broadened to allow the classification to be utilized by other county departments  
191 with attorneys on staff.

192  
193 The District Attorney's office and County Council were involved in the development of these  
194 changes and concur with the specification changes as proposed. These revisions were also  
195 reviewed and supported by the San Luis Obispo County Employees Association (SLOCEA)  
196 which represents employees in the paralegal classification.

197  
198 Human Resources Analyst Chrystal Pope clarified for the Commission that this role is not a  
199 supervisory but a lead position.

200  
201 President Nicholson inquired if there was public comment on the revisions for paralegal  
202 specification and creating a new specification for senior paralegal. Hearing none, he brought  
203 the matter back to the Commission for a vote. President Bergman made a motion to approve,  
204 and Commissioner Santos seconded the motion. Motion passed 5-0-0.

## 205 206 207 **8. Request to Approve New Job Specification(s):**

### 208 a. Sheriff's Deputy Director – Support Services Bureau

209  
210 Kathryn Smith, Human Resources Classification and Compensation Analyst, Ian Parkinson,  
211 Sheriff-Coroner and Chrystal Pope, Human Resources Analyst presented this item. It was  
212 recommended that the Commission approve the creation of the Sheriff's Deputy Director-  
213 Support Services Bureau classification and specification as proposed. The Sheriff's Office  
214 provides law enforcement services to more than 120,000 people spread out over 3,000 square  
215 miles within our county. The organizational structure of the Sheriff's Office is divided into four  
216 major bureaus to provide these services, including the Patrol Operations Bureau,  
217 Investigations Bureau, Custody Operations Bureau and Support Services Bureau. The Support  
218 Services Bureau includes key support divisions overseeing some of the major non-sworn  
219 functional areas within the department, including finance, human Resources, information  
220 technology, background investigations and records management. The Information Technology  
221 unit has grown in complexity and largely operates independently from central IT under the  
222 direction of an Information Technology Manager position. In addition, the human resources  
223 function within the Sheriff's Office has additional complexities unique to law enforcement  
224 agencies, including intensive physical and oral examination processes for recruiting sworn  
225 positions. These positions include an extensive background check processes that are

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226 conducted internally for all department employees and volunteers for the Sheriff's Office. The  
227 records and warrants unit is the county's warrant repository and is responsible for entering  
228 restraining orders, processing extraditions records for criminal discovery, subpoenas, records  
229 requests, business permits and concealed carry permits, along with providing fingerprinting  
230 services to the public. The records and warrants unit is also responsible for registering gang,  
231 arson and sex offenders.

232  
233 The Fiscal Services Division supports all areas of accounting, including developing and  
234 monitoring the annual budget, monthly and quarterly financial reporting, grant reporting,  
235 payroll, accounts payable and purchasing. Services functions have experienced significant  
236 growth, along with increases in staffing, legal mandates, reporting requirements, community  
237 services, partnerships and technology needs. There is a need for a more centralized executive  
238 leadership position in the department due to the addition of personnel, legal reporting  
239 requirements, and the increased fiduciary and technical complexities across the divisions of  
240 the Bureau. This classification would create a single senior management position within the  
241 Sheriff's Office that would direct strategic planning, operational efficiency and ensure  
242 compliance with evolving laws and regulations impacting the non-sworn operations within the  
243 Sheriff's Office. This position would report directly to the Undersheriff. For an incumbent to  
244 perform at this level, it's necessary that they have knowledge of the principles and practices of  
245 a law enforcement agency at the management level or above.  
246

247 Ian Parkinson, Sheriff-Coroner spoke of the additional personnel added to the department  
248 (approximately 9 positions in fiscal and 5 positions in IT). As these units have expanded it has  
249 become problematic to supervise the additional staff. The department is doing a  
250 reorganization. With this position there will be more effective span of control for supervision  
251 and managers. Ms. Smith added that the creation of this classification will also compliment the  
252 current organizational structure of the current executive team within the Sheriff's Office. This  
253 consists of two Sheriff's Chief Deputies and a Sheriff's Correctional Captain. This change will  
254 help streamline the chain of command and ensure that executive oversight extends to all four  
255 major Bureaus from the Sheriff's Office.  
256

257 Commissioner Santos inquired if this role was entirely supervisory or if there was another  
258 operational function occurring such as new responsibility or program. Sheriff Parkinson  
259 pointed out in the two organizational charts there would be responsibilities added to the units.  
260 The department took over cannabis for the entire county about 1 year and half ago which  
261 included the planning portion. This would be consolidated under this chain of command as  
262 opposed to reporting to him or the Undersheriff.  
263

264 A requirement of this position is to be involved in contract preparation, review and negotiation.  
265 Commission Warren inquired if the nature and extent of the types of contracts and the degree  
266 of authority was outlined somewhere else as it pertained to this responsibility. He went on to  
267 say that because this is a new position he did not know if this duty was defined or limited. Ms.  
268 Pope stated that this responsibility has been divided between the Undersheriff and  
269 Department Administrator. This would consolidate this responsibility into this position. Sheriff

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270 Parkinson added that any contract negotiation has two levels, including consulting with County  
271 Counsel and his own approval.

272  
273 Commissioner Bergman had questions about the recruitment process. Sheriff Parkinson  
274 stated his intention to open the recruitment county wide.

275  
276 Vice President Baltodano pointed out for consistency purposes on page 8A005, line 33, there  
277 should be an "s" for reviews reports. In line 36 it should say "selects employees and  
278 recommends (adding an s).

279  
280 President Nicholson inquired if there was public comment. Hearing none, he brought the  
281 matter back to the Commission for a motion to approve with the grammatical corrections  
282 proposed by Vice President Baltodano. Commissioner Bergman made a motion to approve and  
283 Commissioner Santos seconded the motion. Motion passed 5-0-0.

284  
285 Sheriff Parkinson introduced Chad Nicholson who will be promoting to Undersheriff next  
286 month with current Undersheriff Voge's retirement. Commissioner Bergman complimented  
287 Undersheriff Voge for his professionalism.

288  
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## 290 **9. Public Comment on Closed Session Item**

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

294  
295 President Nicholson inquired if there was any public comment. Hearing none, the Commission  
296 moved to Closed Session.

297

## 298 **10. Closed Session – Public Employee Discipline (per Government Code Section 54957(b)):** 299 **Hearing and deliberations regarding Appeal #A23-05.**

300  
301 President Nicholson reported the Commission has directed their counsel to address the issues  
302 with Appeal #A-23-05.

303

## 304 **11. Adjournment**

305

306 Meeting adjourned 10:47 a.m.

307

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

# 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*

**Jamie Russell** *Commission Secretary*

## Minutes

### County of San Luis Obispo Civil Service Commission Special Session Meeting

**Thursday November 14, 2024 @ 9:00 a.m.**  
**1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408**

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

Staff: Commission Secretary Mark McKibben  
Commission Clerk Steven Guevara

Outside Counsel: Steve Simas

**Absent:** County Counsel: Jon Ansolabehere  
Commissioner: Robert Bergman

#### 1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:02 a.m. and led the flag salute. Roll was called. Commissioner Bergman was absent.

#### 2. 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.

Mark McKibben introduced Steven Guevara as the Commission Clerk, Taj D'Entremont as the analyst assigned to probation during the case #A23-09, and Miranda Wall, who currently supports the Probation Department. He then reviewed the commission's calendar, noting that there is no Special Hearing scheduled for December 17<sup>th</sup> or 19<sup>th</sup> and the Regular meeting on December 18<sup>th</sup> is still on the calendar. The Regular meeting for January is scheduled for the

# Civil Service Commission

46 22nd, with a termination hearing related to the library. However, confirmation for this hearing  
47 is still pending, and alternative dates, including January 21st or 31<sup>st</sup> of 2025, are being  
48 considered.

49  
50 President Nicholson suggested that January 14th, 15th, or 16<sup>th</sup> of 2025 might work better for  
51 the Hearing. The commissioners will review their calendars and confirm the dates at a later  
52 date.

53  
54 President Nicholson then moved to Closed Session.

55  
56 **3. CLOSED SESSION: Public Employee Discipline (per Government Code Section 54957(b)):**  
57 Hearing and deliberations regarding Appeal #A23-09

58  
59 President Nicholson stated that there was no reportable action in Closed Session.

60 **4. Adjournment**

61  
62 President Nicholson adjourned the meeting at 4:40p.m.

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



# 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*

**Jamie Russell** *Commission Secretary*

## Minutes

### County of San Luis Obispo Civil Service Commission Special Session Meeting

Friday November 15, 2024 @ 9:00 a.m.

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

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

Staff: Commission Secretary Mark McKibben  
Commission Clerk Steven Guevara

Outside Counsel: Steve Simas

**Absent:** County Counsel: Jon Ansolabehere  
Commissioner: Robert Bergman

#### 1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. Commissioner Bergman was absent.

#### 2. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized 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.

#### 3. CLOSED SESSION: Public Employee Discipline (per Government Code Section 54957(b)):

Hearing and deliberations regarding Appeal #A23-09

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

# Civil Service Commission

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## 4. Adjournment

President Nicholson adjourned the meeting at 5:03p.m.

***\* 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.***

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# 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*

**Jamie Russell** *Commission Secretary*

## Minutes

### County of San Luis Obispo Civil Service Commission Special Session Meeting

**Wednesday November 20, 2024 @ 9:00 a.m.**  
**1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408**

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

Staff: Commission Secretary Mark McKibben  
Commission Clerk Steven Guevara

Outside Counsel: Steve Simas

**Absent:** County Counsel: Jon Ansolabehere  
Commissioner: Robert Bergman

#### 1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. Commissioner Bergman was absent.

#### 2. 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.

#### 3. CLOSED SESSION: Public Employee Discipline (per Government Code Section 54957(b)):

Hearing and deliberations regarding Appeal #A23-09

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

# Civil Service Commission

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## 4. Adjournment

President Nicholson adjourned the meeting at 1:31 p.m.

***\* 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.***

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# 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*

**Jamie Russell** *Commission Secretary*

## 2025 Regular Session Meeting Dates

**County of San Luis Obispo Civil Service Commission**  
Regular monthly meetings are held on the 4<sup>th</sup> Wednesday at 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

January 22, 2025

February 26, 2025

March 26, 2025

April 23, 2025

May 28, 2025

June 25, 2025

July 23, 2025

August 27, 2025

September 24, 2025

October 22, 2025

\*November 19, 2025

\*December 17, 2024

**\*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.**