

Civil Service Commission

Regular Meeting

Wednesday, December 19, 2018.

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



MEMBERS OF THE COMMISSION
President Robert Bergman
Vice President- Vacant
Erwin Ohannesian
Jeannie Nix
Jed Nicholson

Present: President Bergman, Commission Ohannesian, Commissioner Nix, and Commissioner Nicholson

Staff: Commission Secretary, Tami Douglas-Schatz
Commission Clerk, Rosa Reyes

Counsel: Rita L. Neal, County Counsel

Outside Steve Simas, Attorney

Counsel:

1. Call to Order / Flag Salute / Roll Call

President Bergman called the meeting to order and led the flag salute. Roll was called. All commissioners were present. (District Three is currently vacant)

2. Public Comment Period

President Bergman asked if there were any members of the public wishing to address the Commission at this time. Seeing none he closed the public comment period.

3. Minutes

a. September 26, 2018

b. November 14, 2018

The Commissioners first considered the minutes from the September 26, 2018 Regular Meeting. These minutes had not been approved at the previous Civil Service Commission Regular Meeting and were brought back with amendments. No additional amendments were proposed. Commissioner Nix made a motion to approve the minutes. Commissioner Ohannesian abstained due to being absent at that meeting. Commissioner Nicholson seconded the motion. Motion passed 3-0-1.

November 14, 2018 minutes were then considered. Commissioner Ohannesian moved to approve the minutes as submitted. Commissioner Nix seconded the motion. Motion passed 4-0-0.

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4. Request to Approve Revised Job Specifications:

a. Nurse Practitioner/Physician's Assistant, Mental Health Nurse Practitioner

Mark Zeltman, Human Resource Analyst introduced Dr. Penny Borenstein, Public Health Director, Anne Robin, Behavioral Health Director and Kate Power, Human Resource Analyst. Revisions for the Mental Health Nurse Practitioner and Nurse Practitioner/Physician's Assistant are being proposed. The primary purpose for both these classes is to assess patient needs, diagnose illness and disease, prescribe medication and formulate treatment plans. This would be without direct supervision from a physician. This is a primary distinction between this level of health care professional and a registered nurse. In addition, the Mental Health Nurse Practitioner focuses on mental health and substance abuse which requires additional education and experience. Revisions are being proposed to update language and duties, title change and add clarity to supervisory duties. Health Agency, the Administrative Office and SLOCEA are in support of new language.

The Commission made inquiries. The Commission asked that future job specifications include track changes be present within the text of the document. This is the Commissioners' preferred format. Commissioner Nicholson made a motion to approve item 4a. Nurse Practitioner/Physician's Assistant, Mental Health Nurse Practitioner as written. Commissioner Ohannesian seconded the motion. Motion passed 4-0-0.

b. Assistant Veterans Services Officer

Christopher Lopez, Veterans Services Officer and Mark Zeltmann introduced the Assistant Veterans Services Officer job specification. As the department continues to grow to increase services in the community there is a need for staff to work autonomously and provide leadership. Mr. Lopez provided the Commission with an overview of Veterans' Services and reported how the department integrates into the county system. Mr. Zeltmann indicated the job specification was in need of an update; however, the primary reason for revision was to add senior level responsibilities. Mr. Zeltmann advised that the department, Administrative Office and SLOCEA were in support of these changes.

Commissioner Bergman asked for clarification regarding page 4b.10 line 210 and reported this was vague. Commission Secretary, Tami Douglas-Schatz suggested an amendment that would make the sentence clearer. Commissioner Nicholson made a motion to approve with this amendment. Commissioner Ohannesian seconded the motion. Motion passed 4-0-0.

c. Deputy Director- Social Services

Mark McKibben, Human Resources Analyst, introduced Devin Drake, Director of Social Services. The Deputy Director job specification update is a part of a reorganization effort that Mr. Drake has been working on, in coordination with Human Resource Department and Administration Office. This revision was prompted by the retirement of the Assistant Director.

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Distinguishing Characteristics were added to the job specification to make it clear how this position fit within the organization and the new introductory Minimum Qualifications language was added. It was also proposed that two years' experience in a Division Manager/Social Services or equivalent be added to Minimum Qualifications.

Commissioners asked how this position would be integrated into the organization. There were suggestions made to combine a few of the "Ability to" duties. Commissioner Nicholson made a motion to approve and Commissioner Nix seconded the motion. Motion passed 4-0-0.

5. Receive and File:

a. Emergency Services Manager Specification

Commissioner Bergman asked the Commissioners if there were any comments on this previously approved updated specification. Commissioner Ohannesian reported he was not at this meeting when the job specification was discussed and had no comment. Commissioner Nix and Nicholson advised the specification reflects what had been discussed. President Bergman advised this could be received and filed.

6. Closed Session (per Government Code Section 54957): Hearing and deliberations regarding Appeal #A17-13.

President Bergman advised he would go on to Item 7 (Reports) and bypass item 6 (Closed Session) for the moment. When item 7 Reports were concluded, President Bergman advised the Commission would go into closed session per Government Code Section 54957 regarding #A17-13.

President Bergman brought the matter back on the record to read the decision. Based on Finding and Fact, the conclusion of law, and weighing all evidence and circumstances in the matter, the Commission concluded the appropriate discipline is a one-day suspension without pay and required a training plan. The respondent's Letter of Reprimand was modified for reasons set-forth. Commissioner Nix made a motion to have the President sign the order. Commissioner Ohannesian seconded the motion. Roll was called. Commissioner Ohannesian- Yes, Commissioner Nicholson- Yes, Commissioner Nix- Yes and President Bergman- Yes. Motion passed 4-0-0.

7. Reports:

Commission Ohannesian asked to clarify the time for the Regular meetings time for 2019. Commission Clerk, Rosa Reyes confirmed all Regular Meetings will begin at 9:00 a.m.

Commission Counsel Rita L. Neal confirmed Tim McNulty's retirement date of December 28, 2018. Nina Negranti has been promoted to Assistant County Counsel. Due to openings and movement in the department there has not been a person assigned permanently to the Civil Service Commission.

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Commission Secretary Tami Douglas-Schatz brought forward a proposed date change for a Special Meeting currently scheduled for January 29 & 30, 2019 due to a conflict in schedule for the attorney and appellant.

Additional dates were proposed for Special Meeting hearings to be heard before the Commission. These dates included 2/06/19, 2/26/19, 2/27/19, 3/18/19 and 3/19/19.

8. Adjournment

President Bergman 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.*