

Civil Service Commission

Regular Session Meeting

Wednesday December 15, 2021

1055 Monterey St., Room D-271, San Luis Obispo, CA 93401



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

Present: President Nix, Commissioner Bergman, and Commissioner Flores-Baltodano

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Mike Milby

County

Counsel: Nina Negranti,

Outside

Counsel: Not present

1. Call to Order/Flag Salute/Roll Call

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

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. November 17, 2021

The minutes for November 17, 2021 were considered. Commissioner Flores-Baltodano noted on page 3a.003 (Item 7.b), that the commissioners talked at length about the item, and she recommended that before it states: "It was determined some of the Commissioners did not receive the full agenda packet...", she would like to add: "After significant discussion, it was determined..." to reflect the work and the time spent on that action item. Commissioner Bergman made a motion as amended, Commissioner Flores-Baltodano seconded the motion, motion carried 3-0-1.

Civil Service Commission

4. Request to Approve New Job Specification(s):

- a. Custodial Operations Manager

Teresa McCarthy-White introduced Public Works Director John Diodati, Public Works Deputy Director Cindy Treichler, and Human Resources Analyst Miranda Wall. The recommendation was to approve the new job specification as proposed. Ms. McCarthy-White also recommended the proposed revised job specifications for Items 5.a: Building Maintenance Manager; and 5.b: Supervising Custodian. Ms. McCarthy-White described the duties, responsibilities, and reasoning for the new job specification and the two revised job specifications. President Nix later asked if there was any public comment. No public comments were made. Commissioner Flores-Baltodano made a motion to approve this new job specification, Commissioner Bergman seconded the motion, motion carried 3-0-1.

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

- a. Building Maintenance Manager

Commissioner Flores-Baltodano made suggestions regarding the representative duties. President Nix later asked for public comments. No public comments were made. Commissioner Bergman made a motion as amended, Commissioner Flores-Baltodano seconded the motion, motion carried 3-0-1.

- b. Supervising Custodian

Ms. McCarthy-White noted that on agenda page 5b.001 line 8, the word: "general" is a mistake and would like to strike it from the Job Specification. After discussion about the level of training required for this Job Specification, President Nix asked for public comment. No comments were made. President Nix Made a motion to approve this Job Specification as presented, Commissioner Bergman seconded the motion. President Nix asked for public comment. No public comments were made. Motion passed 3-0-1.

6. Reports

Commission President – None

Commission Counsel – Nina Negranti will be retiring by the end of this year. The Commission thanked her for many years of dedicated service and counsel and wished her well.

Commission Outside Counsel – None

Commission Secretary – Jamie Russell, Human Resources Deputy Director wanted to confirm dates for Closed Session items January 26 & 27, 2022, and February 17 & 18, 2022. Commission Secretary Tami Douglas-Schatz, Human Resources Director thanked Nina Negranti for her assistance to the Civil Service Commission. Commission Secretary Douglas-Schatz explained there will be some staffing changes coming up including Teresa McCarthy-White who will be taking over as the County

Civil Service Commission

Safety Officer. Lynsey Bond will be replacing Teresa as a Human Resources Analyst. Secretary Douglas-Schatz stated she wants to set time aside, possibly during the February 23, 2022 meeting to discuss the state of the workforce and listen to a presentation.

7. Public Comment on Closed Session Items

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 Nix moved to Closed Session.

8. Closed Session (per Government Code Section 54957.6): Conference with County Labor Negotiator, Tami Douglas-Schatz, regarding Civil Service Rule Update.

President Nix brought the meeting back into Open Session. She advised the Commission has given direction to counsel and there is no reportable action.

9. Adjournment

President Nix adjourned the meeting at 10:58 a.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.***