

Civil Service Commission

Regular Session Meeting Minutes

Wednesday September 28, 2022

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



MEMBERS OF THE COMMISSION

President Jeannie Nix
Vice President Jed Nicholson
Robert Bergman
Erica Flores Baltodano
Lesley Santos

Present: President Nix
Vice President Nicholson
Commissioner Bergman
Commissioner Flores Baltodano
Commissioner Santos

Staff: Commission Secretary Mark McKibben
Commission Clerk Shaley Gunther

**County
Counsel:** Jon Ansolabehere

**Outside
Counsel:** Steve Simas

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. 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. August 24, 2022

The minutes for August 24, 2022, were considered. Commissioner Bergman motioned to approve the minutes as written. Commissioner Baltodano seconded the motion. The motion to approve carried 5-0-0.

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4. Reports

Commission President – none

Commission Counsel – Jon Ansolabehere gave an update on Factfinding.

Commission Outside Counsel – none

Commission Secretary – Mark McKibben confirmed the upcoming hearing scheduled for October 25 and October 26. Mr. McKibben introduced Katie Youngdale, Human Resources Analyst assigned to the Health Agency.

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

a. Librarian

Lynsey Bond along with Library director, Chris Barnickel, and Human Resources Analyst for the Library Department, Stephanie Nute, presented the specification.

Commissioner Santos questioned if the representative duty regarding supervision beginning on page 5b.006 line 24 of the Coordinating Librarian specification should be included in the Librarian specification. Mr. Barnickel clarified that the Librarian is not a supervisory role, and intentionally does not include this representative duty.

At 9:13 Stephanie Nute distributed a simplified org chart depicting the relationship between job titles within the department.

Commissioner Baltodano requested amendment to page 5a.008 line 24 to state, “processes interlibrary loans.” Commissioner Baltodano requested amendment to page 5a.009, Education and Experience, to “necessary to meet the standards and requirements listed above may substitute the education above on a year for year basis.”

Commissioner Nicholson requested that language detailing experience-for-education substitution follow each educational requirement.

Acting Commission Secretary Mr. McKibben suggested amending the specification to remove “supervise and/or” on page 5a.008 line 7. Mr. McKibben requested addition of the number of years of experience equivalent to the Master’s in Library Science degree (MLS) on page 5a.009 under Education and Experience.

President Nix invited public comment regarding the specification amendments discussed. SLOCEA union representative Theresa Schultz stated she had no comment at the time and would work with the Human Resource Analyst.

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Commissioner Baltodano motioned to adopt the revised specification with the revisions discussed. Commissioner Santos seconded the motion. The motion to approve carried 5-0-0.

b. Coordinating Librarian

Commissioner Santos requested the addition of language related to supervision in the definition of the position on page 5b.005, and amendment of the education and experience as discussed regarding the Librarian specification.

Commissioner Baltodano requested amendment of line 8, page 5a.005, to read, "Under direction, has system-wide responsibilities in distinct and specialized areas such as..." Commissioner Baltodano requested amendment to page 5b.006 line 12 to reflect consistent punctuation and requested amendment to lines 15 and 16 to begin with verbs. Mr. Barnickel suggested the language "Coordination and support of automated materials handling machine," and "Procurement of devices..." respectively. Commissioner Baltodano requested line 21 of page 5a.005 to include the complete spelling of the acronym "RFI – Request for Information."

President Nix invited public comment on the revisions to the Coordinating Librarian specification.

SLOCEA representative Theresa Schultz requested inclusion of "may supervise" in the definition of Coordinating Librarian.

Commissioner Santos motioned to approve the revised specification as amended. Commissioner Baltodano seconded. The motion to approve carried 5-0-0.

6. Public Comment on Closed Session Item

President Nix asked for public comment regarding the Closed Session items. Seeing none, President Nix moved to Closed Session.

7. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(a)) – Formally initiated: Luther v. County of San Luis Obispo Civil Service Commission, San Luis Obispo Superior Court Case Numbers 19CV-0713 and 20CV-0524

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8. Closed Session - Public Employee Discipline (per Government Code Section 54957(b)):
Hearing and deliberations regarding Appeal #A21-01

Report on closed session - President Nix shared the findings and decision related to Appeal A21-01. Commission Vice President Nicholson motioned to approve the decision. Commissioner Baltodano seconded. Role was called. Motion passed. 5-0-0

9. Adjournment

President Nix adjourned the meeting at 10:03 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.***