

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 December 09, 2024 @ 9:30 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 Jamie Russell
Commission Clerk Steven Guevara

County Counsel: Jon Ansolabehere

Outside Counsel: Steve Simas

Absent: Commissioner: Robert Bergman

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:33 a.m. and led the flag salute. Roll was called. Commissioner Bergman 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 was no public comment.

3. Minutes

The following draft minutes are submitted for approval:

- a. January 24, 2024

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i. Amend Line 154 on page 3a.04

Commissioner Vice President Baltodano noted that clarification is needed on page 3, section A004, at the start of the paragraph on line 154. The Commission requested clarification regarding the amendment, but it still remains unclear. Vice President Baltodano recommends proposing a change to the start to further make the language clearer. Commissioner Santos moves to approve, Commissioner Warren seconds the motion, and the minutes were approved with a 4-0-0 vote.

b. July 24, 2024

Commissioner Vice President Baltodano recommends a few revisions. On page 3b.002, line 73, the phrase "amendments that they say" should be corrected, as "they" refers to the commissioners. On page 3b.002, line 80, it should say that Vice President Baltodano "moved to" approve. On page 3b.003, the paragraph beginning on line 125, the sentence needs to be reorganized. The little "a" should read "application to identify." The Commission was asked to use language that the commissioners have already approved and apply it to new job descriptions. The request is to identify and remove or replace language that describes the allowed formulaic substitution with previously approved preamble language for minimum qualifications. Additionally, Vice President Baltodano pointed out a typo in line 132, where the sentence should read: "Since then, the department has gone back and reviewed the remaining job classifications to see if any further changes were necessary." The issue was just typos in that paragraph.

Commissioner Vice President Baltodano moved to approve the minutes, Commissioner Santos seconded the motion, and the minutes were approved with a 4-0-0 vote.

c. November 14, 2024

Commissioner Vice President Baltodano moves to approve minutes as presented. Commissioner Warren seconds, the motion, and the minutes are approved with a 4-0-0 vote.

d. November 15, 2024

Commissioner Warren moves to approve the minutes as presented. Vice President Commissioner seconds the motion, and the minutes are approved with a 4-0-0 vote.

e. November 20, 2024

Commissioner Vice President Baltodano moves to approve minutes as presented. Commissioner Warren seconds, the motion, and the minutes are approved with a 4-0-0 vote.

4. Reports

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Commission President – None

Commission Counsel – None

Commission Outside Counsel – None

Commission Secretary – Jamie introduces the commissioners to the new classification analyst, Mackenzie Lawrie.

Principal Human Resources Analyst Mark McKibben – A request is made for the commission to hold a few dates for two appeals that have gone through the prehearing process but have not yet been settled. The appellant’s representative is unavailable in January, so the commission is looking to hold dates February 26th or March 26th, along with the surrounding dates. The appeals involve a termination and a suspension. In the termination case, the employee faces a deadline regarding whether to pursue the appeal, as the association has decided not to represent the employee. In the suspension case, the employee has resigned but still wishes to pursue the appeal due to a loss of pay, which is linked to a property loss.

Mark also clarifies that there should not be a need for more than two days to address these cases. Simas suggests that while the commission lacks the legal authority to order this, it may be a good case for outside counsel to get involved and potentially submit briefs or declarations.

Commissioner Vice President Baltodano notes she will be absent from March 22nd to 29th and unavailable for the regular meeting. Mark McKibben suggests considering earlier dates or dates in April. Vice President Baltodano proposes March 19th, 20th, and 21st as potential hearing dates, which the commission agrees would work with their schedules. Mark McKibben then suggests moving the regular March meeting on the 26th to an earlier time slot on the 19th or 20th.

5. Calendar

Commissioner Vice President Baltodano moves to approve the 2025 regular session meeting dates, with the amendment to move the regular meeting date from March 26, 2025, to March 19, 2025. Commissioner Santos seconds the motion, and the motion is approved with a 4-0-0 vote.

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

Deliberations regarding Appeal #A23-09

The Commission deliberates on appeal #A23-09 and reaches a decision. Vice President Baltodano moves to approve the findings and decision. Commissioner Warren seconds the motion, and it is approved with a 4-0-0 vote.

7. Adjournment

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137 President Nicholson adjourned the meeting at 12:18 p.m.

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

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