

**MINUTES OF THE SOLANO COUNTY
CIVIL SERVICE COMMISSION**

Regular Meeting
Wednesday, January 24, 2018
Board of Supervisors Chambers
County Administration Center
Fairfield, CA 94533

1.) Call to Order/Roll Call

Commissioner Neal called the meeting to order at 6:30 pm. Roll was called, and the following Commissioners were present: Commissioner Neal, Commissioner Burton, Commissioner Booe, Commissioner Riley and Commissioner Petullo. Commission Staff present were Jeannine Seher, Assistant Director of Human Resources and Acting Commission Secretary; JoAnn Parker, Deputy County Counsel; and Susan Vestal, Recording Secretary.

2.) Pledge of Allegiance

3.) Items from the Public

There were no items from the public. No speaker cards.

4.) Approval of Minutes of the Commission

Commissioner Booe requested an amendment to the minutes of December 13, 2017 to correct the misspelling of Supervisor Thomson's name. A motion to approve the amended minutes was made by Commissioner Riley with a second by Commissioner Petullo. The motion carried 5/0.

5.) Communications:

There were no communications items.

6.) Information Items:

There were no information items.

7.) Additions to, or deletions from, the Agenda

There were no additions to or deletions from the agenda.

8.) Approval of the Agenda

A motion was made to approve the agenda by Commissioner Petullo with a second by Commissioner Booe. The motion carried 5/0.

SCHEDULED CALENDAR

ITEM CSC 18-0001 Annual election of the Civil Service Commission President and Vice President

A motion was made by Commissioner Booe to re-elect Commissioner Neal as President which was seconded by Commissioner Riley. The motion carried 5/0. A second motion was made by Commissioner Petullo that Commissioners Neal and Booe be re-elected as President and Vice-President, respectively. The motion was seconded by Commissioner Riley. The motion passed with a unanimous vote of 5/0.

ITEM CSC 18-0003 Approve the Continued Registration of Employee Organizations

Assistant Director of Human Resources Jeannine Seher advised the Commission that the County has received requests for continued registration from all bargaining units except one. Ms. Seher noted that the County will continue to communicate with that organization in order to receive their request for continued registration.

A motion to approve the Continued Registration of Employee Organizations was made by Commissioner Riley. Commissioner Booe seconded the motion. The motion was carried 5/0.

ITEM CSC 18-0004 Approve the 2017 Annual Report of the Civil Service Commission

Commissioner Booe inquired about the reduction in applications as reported for the year 2017. Ms. Seher explained that the Human Resources department is experiencing fewer applications due to the tighter economy. Ms. Seher told the Commission that there are steps being taken to promote outreach through Facebook, social media and other sites.

Commissioner Booe asked if there are vacancy rates are higher because there are not enough applicants available. Ms. Seher offered that there are vacancies however she was not able to recite the number of vacancies. Ms. Seher offered that there were slightly lower recruitments than the previous year however the Human Resources Analysts, who are responsible for the recruitments, were also heavily involved in labor negotiations. Ms. Seher expressed that the Analysts' ability to manage 224 recruitments while in negotiations was an admirable achievement. Ms. Seher also advised that Human Resources Department is reviewing possible changes to minimum qualifications and process improvements to make it easier to apply for positions. Ms. Seher also expressed thanks to the staff members who assembled the report. President Neal also recognized the staff as well.

A motion to approve the 2017 Annual Report was made by Commissioner Booe. Commissioner Burton seconded the motion. The motion was carried 5/0.

ITEM CSC 18-0002 Deletion of obsolete information technology classifications

Assistant Director of Human Resources Jeannine Seher advised the Commission that the IT Classification Study was discussed at the December 13, 2017 Civil Service Commission meeting. These deletions were included in the agenda however were not discussed at that time. Ms. Seher explained that this is being introduced in order to correct that oversight.

A motion to approve this item was made by Commissioner Riley. Commissioner Booe seconded the motion. The motion was carried 5/0.

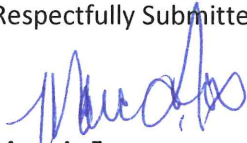
9.) Commission/Staff Comments

No comments.

10.)Adjourn

Commissioner Neal adjourned the meeting at 6:40 p.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Marc A. Fox', is written over the printed name.

Marc A. Fox

Director of Human Resources