

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

Regular Meeting  
Wednesday, August 9, 2017  
Board of Supervisors Chambers  
County Administration Center  
Fairfield, CA 94533

1.) Call to Order/Roll Call

Commissioner Neal called the meeting to order at 6:30pm. Roll was called, and the following Commissioners were present: Commissioner Neal, Commissioner Burton, Commissioner Booe and Commissioner Riley. Commissioner Petullo was not present. Commission Staff present were Marc Fox, Director of Human Resources and Commission Executive 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.

4.) Approval of Minutes of the Commission

A motion to approve the amended minutes was made by Commissioner Booe with a second by Commissioner Riley. The motion carried 4/0.

5.) Communications

Director of Human Resources, Marc Fox, noted that a letter has been received requesting a hearing. Mr. Fox stated that a special meeting of the Civil Service Commission was scheduled for 7:00 p.m., August 9, 2017, just following the regular meeting. At that time the Commission would discuss the requested hearing. Commissioner Neal noted that there is a separate agenda for the special meeting.

6.) Information Items

Mr. Fox advised that there were no information items from staff.

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 Burton with a second by Commissioner Booe. The motion carried 4/0.

## SCHEDULED CALENDAR

### **ITEM CSC 17-0023      Request to adopt the amended classification specification of Records Coordinator.**

Director of Human Resources Marc Fox introduced Human Resources Analyst Wendy Walker to present the agenda item. Ms. Walker relayed that the primary change to the classification specification of Records Coordinator was the removal of archival records and electronic document management experience as a minimum requirement. Ms. Walker explained that Human Resources worked with General Services to revise this classification specification. Ms. Walker also noted that the bargaining unit was invited to review and comment on this revision, however, the Union chose not to do so.

Mr. Fox further explained that the change was initiated when no viable candidates were found after two recruitments. Mr. Fox explained that removal of this as a requirement should result in a greater pool of qualified applicants for the position. There were no comments or questions from the Commission.

A motion was made by Commissioner Booe to accept the Records Coordinator classification specification as presented with a second by Commissioner Riley. The motion carried 4/0.

### **ITEM CSC 17-0021      Receive a report on hearing appeal civil Service Rule considerations from the Director of Human Resources and provide further direction.**

Director of Human Resources Marc Fox reviewed for the Commission that they had asked staff to look for ways to make the hearing process more efficient. Mr. Fox presented several ideas that had been identified as possible changes to future hearing proceedings. Mr. Fox also noted that some of the items were being rolled into the special meeting agenda scheduled just after this meeting. He suggested that the Commission might find discussion helpful in determining if these changes are on the right track. Mr. Fox noted that staff will take the suggestions to be reviewed with Commission Counsel and County Counsel before further action is taken.

Mr. Fox also noted that County Departments and bargaining units will have the opportunity to provide input. He said that it might be possible for the bargaining units to have the right to meet and confer; however, this is not yet confirmed as this is the Commission's process.

Mr. Fox offered that the potential benefits of these changes might be reduced repetition in testimony, more efficient use of time due to required preparation by all parties and clearer definition of outcomes if these directions are not followed.

Commissioner Booe asked for details regarding the ability of the Commission to censure or take action if rules are not followed. Mr. Fox and Counsel JoAnn Parker advised that the Commission has discretion to set parameters and identify authority to act when any of the parties are not following established guidelines. Ms. Parker also offered explanations of the Commission's authority as an adjudicative body.

Commissioner Riley expressed concern that the bargaining units be allowed to give input and that buy-in is encouraged. Commissioner Riley also stated the importance of all sides being held to the same standards of conduct.

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After some additional discussion of past hearings and related concerns, Mr. Fox noted that at least two of the Commissioners seemed to believe the ideas presented were on the right path. Mr. Fox stated that the staff will take these ideas to consultation with County attorneys, department heads and bargaining units.

Commissioner Neal remarked that there have been past experiences on the Commission when testimony of witnesses was restricted and caused some issues. He expressed concern that the changes should not be too restrictive.

9.) Commission/Staff Comments

No comments.

10.)Adjourn

Commissioner Neal adjourned the meeting at 6:50 p.m.

Respectfully Submitted,



Marc A. Fox

Director of Human Resources