

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

Regular Meeting
Wednesday, October 10, 2018
Board of Supervisors Chambers
County Administration Center
Fairfield, CA 94533

1.) Call to Order/Roll Call

President Neal called the meeting to order at 6:31 pm. Roll was called, and the following Commissioners were present: Commissioner Burton, Commissioner Riley and President Neal. Commissioner Booe and Commissioner Petullo were absent. Commission Staff present were Marc Fox, Director of Human Resources and 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

A motion to approve the minutes of August 8, 2018 as presented was made by Commissioner Riley with a second by Commissioner Burton. The motion carried 3/0.

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 Burton with a second by Commissioner Riley. The motion carried 3/0.

SCHEDULED CALENDAR

ITEM CSC 18-0019 Consider the scheduling of a Civil Service Commission Hearing on an appeal of disciplinary action allegation of violation of the Civil Service Rules.

Director of Human Resources Marc Fox stated he has received a timely request for an appeal of disciplinary action. Mr. Fox recommends that the hearing be held immediately following the regular scheduled meeting of November 14, 2018. Mr. Fox also suggested that the hearing is likely to take only one evening to conclude. Deputy County Counsel Lee Axelrad advised that the County would not be available to proceed on November 14th as there are witnesses who would not be available at that time.

President Neal confirmed with the Commissioners and other parties in attendance that the hearing would therefore be held on December 12, 2018 following the regularly scheduled Civil Service Commission meeting or at 6:30 p.m., whichever is later. Mr. Fox advised that staff would confirm the December availability of the Commissioners not in attendance.

Commission Counsel JoAnn Parker relayed that she would not be able to advise the Commission for that appeal hearing as she has a close relationship with the appellant and the department involved in the hearing. Mr. Fox stated that he will confer with County Counsel Dennis Bunting in order to assign another attorney to advise the Commission for the December hearing.

A motion to approve the recommended changes to the hearing schedule was made by Commissioner Burton with a second by Commissioner Riley. The motion carried 3/0.

9.) Commission/Staff Comments

Commissioner Burton asked for confirmation of the process of receipt of documents and information prior to the scheduled hearing. Mr. Fox reviewed the general timeline for documentation as approved in the recent changes of the Civil Service Commission Rules related to hearing processes. Mr. Fox offered that he will provide the timeline with specific dates upon confirmation of the availability of all parties.

10.)Adjourn

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

Respectfully Submitted,



Marc A. Fox

Director of Human Resources