

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

Regular Meeting
Wednesday, February 6, 2019
Board of Supervisors Chambers
County Administration Center
Fairfield, CA 94533

1) Call to Order/Roll Call

- 2) President Neal called the meeting to order at 6:30 pm. Roll was called, and the following Commissioners were present: Vice President Booe, Commissioner Burton, Commissioner Riley and President Neal. Commissioner Petullo was absent. Commission Staff present were Marc Fox, Director of Human Resources and Commission Secretary; JoAnn Parker, County Counsel; and Susan Vestal, Recording Secretary.

3) Items from the Public

There were no items from the public.

4) Pledge of Allegiance

5) Approval of Minutes of the Commission

A motion to approve the minutes of January 9, 2019 as presented was made by Commissioner Booe with a second by Commissioner Burton. The motion carried 4/0.

6) Communications:

Mr. Marc Fox, Executive Secretary of the Civil Service Commission, shared that he received confirmation from the other parties regarding the next hearing date. Mr. Fox stated that February 20, 2019 at 5:30 p.m. has been agreed on for the continued Commission hearing.

7) Information Items:

There were no information items.

8) Approval of the Agenda:

Mr. Fox communicated that the Union requesting the appeal referenced in the current agenda item 19-0008 has withdrawn their request and the item should be removed from the agenda. Commissioner Riley requested clarification regarding the procedure if the Commissioners should become deadlocked while deliberating during a hearing. JoAnn Parker, Deputy County Counsel, informed the Commission that she would need to research this question and report back at a later meeting.

Commissioner Booe inquired from Mr. Fox if he would define the term “community of interest”. Mr. Fox offered to speak with Commissioner Booe individually to explain the matter to her.

A motion to approve the agenda with the removal of item 19-0008 was made by Commissioner Booe with a second by Commissioner Riley. The motion carried 4/0.

SCHEDULED CALENDAR

ITEM CSC 19-0007 Approve the 2018 Annual Report of the Civil Service Commission

Mr. Fox told the Commission that this report is prepared for presentation to the Board of Supervisors by March 15th. Mr. Fox pointed out that the recruiting department has been quite active with recruitment. Commissioner Booe asked for clarification regarding the statistics and record keeping for staffing levels among departments. The Commission heard from Mr. Fox and from Jeannine Seher, Assistant Director of Human Resources. Mr. Fox and Ms. Seher explained the statistics and the meaning they may hold in regard to the amount of recruitments due to turnover, new positions and retirements. Commissioner Booe praised the efforts of the staff that created the report and the work that was done by Human Resources.

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

ITEM CSC 19-0005 Amend the classification description of Clinic Registered Nurse (Senior)

Director of Human Resources Marc Fox advised that the primary change in this classification specification was the removal of the requirement to have the First Aid Certificate. Mr. Fox explained that this certificate is not required for licensing. Mr. Fox further offered that the requirement was impeding the County’s ability to qualify candidates as they apply for positions.

A motion to approve the amendments to the classification of Clinic Registered Nurse (Senior) was made by Commissioner Riley. Commissioner Booe seconded the motion. The motion was carried 4/0.

ITEM CSC 19-0006 Amend and retitle the classification of Investigative Assistant – District Attorney

Mr. Fox clarified that this position is currently only used in the District Attorney’s Office. Mr. Fox explained that the recommended slight changes allow the County to be more efficient using available staffing resources. Mr. Fox further offered that these changes would allow this classification to be used in the Public Defender’s office or in the HS&S Welfare Fraud investigative unit and he also clarified that this position is represented by SEIU. Mr. Fox shared that SEIU was offered the opportunity to meet and confer but declined to do so.

A motion to approve the Continued Registration of Employee Organizations was made by Commissioner Booe. Commissioner Petullo seconded the motion. The motion was carried 4/0.

9) Commission/Staff Comments

Mr. Fox confirmed that the Commission's next meeting will be a special meeting held on February 20, 2019 at 5:30 pm.

10) Adjourn

President Neal recessed the meeting at 6:48 p.m.

Respectfully Submitted,



Marc A. Fox
Director of Human Resources