

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

Regular Meeting  
Wednesday, April 10, 2019  
Board of Supervisors Chambers  
County Administration Center  
Fairfield, CA 94533

1) Call to Order/Roll Call

- 2) Vice President Booe called the meeting to order at 6:30 pm. Roll was called, and the following Commissioners were present: Vice President Booe, Commissioner Burton, Commissioner Petullo and Commissioner Riley. President Neal 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 March 6, 2019 as presented was made by Commissioner Riley with a second by Commissioner Burton. The motion carried 4/0.

6) Communications:

There were no communications items.

7) Information Items:

There were no information items.

8) Approval of the Agenda:

A motion to approve the agenda as provided was made by Commissioner Burton with a second by Commissioner Petullo. The motion carried 4/0.

SCHEDULED CALENDAR

**ITEM CSC 19-0012      Amend the Welfare Fraud Investigator class series; Welfare Fraud Investigator (Entry), Welfare Fraud Investigator, and the Welfare Fraud Investigator Supervisor**

Marc Fox, Director of Human Resources, introduced Human Resources Analyst Carlise Mickens so that she could explain the nature of the requested amendments and to answer questions for the

Commission. Ms. Mickens shared that the proposed amendments were primarily minor technical changes as well as educational and experience requirements for the three Welfare Fraud Investigator classifications. Ms. Mickens introduced Meg Nealon, Chief Welfare Fraud Investigator, to answer specialized questions. Ms. Mickens also indicated that the applicable bargaining units were offered the opportunity to meet and confer on these changes. Some changes were incorporated based on those meetings. Commissioner Booe inquired as to the reason for removing the portion under "Other Requirements" that included the requirement to carry firearms. Ms. Nealon explained that the requirement was being removed from its current format and being rolled into the section "Licensing, Certification and Registration Requirements" as it is part of the P.O.S.T. requirement. Ms. Nealon confirmed that this requirement applies to all three classifications.

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

**ITEM CSC 19-0013      Request for a Civil Service Commission Hearing on an allegation of workplace discrimination and consider the appointment of a Hearing Officer**

Mr. Fox introduced this item by explaining that Human Resources had received a complaint from a former employee who was alleging she was released from her probationary period on the basis of discrimination. Mr. Fox reminded the Commission that they have the option to appoint a Hearing Officer to gather information about the circumstances of the allegation. Mr. Fox also shared that President Neal indicated his inability to attend this meeting; however, he conveyed to Mr. Fox that his preference would be to appoint the Hearing Officer. Mr. Fox further explained the role of the Hearing Officer is to gather information but with no authority to make decisions. Mr. Fox confirmed that the Commission retains the authority and decision-making role. Mr. Fox also explained both parties (Employee and County) will be given the opportunity to agree on a Hearing Officer. If they cannot agree, Mr. Fox would give them a list of three possible names and each party would have one strike of the names leaving the remaining name as the selected Hearing Officer.

Vice President Booe shared her belief that the Commission should proceed with the appointment of a Hearing Officer based on the complexity of discrimination employment law. Commissioner Burton confirmed his agreement and asked for clarification of the process when hearing the results of the Hearing Officer's research. Commission Counsel JoAnn Parker confirmed that the Commission will be able make inquiries of the Hearing Officer and then would be able to recess for discussion and to make a decision. Mr. Fox indicated that the two parties would have 20 days to reach agreement on the selection of the Hearing Officer.

A motion to approve the appointment of a Hearing Officer as presented was made by Commissioner Petullo with a second by Commissioner Riley. The motion carried 4/0.

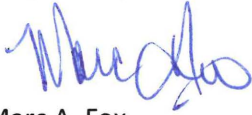
9) Commission/Staff Comments

There were no comments.

10) Adjourn

Vice President Booe recessed the meeting at 6:41 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