



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION  
DON NELSON, Chair  
RICK WARD, Vice Chair  
JOHN COSTA  
RON LE DOUX  
ANDRAE RANDOLPH

Monday – May 11, 2015

Lori Walsh, Personnel Director  
Kellie Craig, Executive Secretary

## MINUTES

---

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

---

**4:00 PM**

### **ROLL CALL**

Meeting was held at Placer County Child Support Services  
1000 Sunrise Blvd., Suite 200  
Rocklin, CA  
Absent - Commissioner Costa

### **CLOSED SESSION – PURSUANT TO GOVERNMENT CODE**

#### **I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

- A. Closed Session - Evaluation of performance of the Personnel Director and various Placer County employees pursuant to Government Code Section 54957.1 and pursuant to Placer County Chapter 3, Code Section 3.04.650.
- B. Closed Session – Existing Litigation. Conference with Legal Counsel pursuant to Government Code Section 54956.9

Name of Case: County of Placer v. Placer County Civil Service Commission, Karin Bjork, Real Party in Interest. Placer County Superior Court No. SVC0035144.

**4:30 PM**

### **OPEN SESSION**

**Note:** Commissioner Costa arrived at the beginning of the Open Session

#### **FLAG SALUTE**

Led by Commissioner Randolph

#### **I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 54957.1 and 54956.9.**

**Chair Nelson** announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Government Code Section: 54957.1 Public Employee Performance Evaluations as well as to discuss existing litigation in a conference with legal counsel.

**No action to report.**

#### **II. AGENDA APPROVAL**

It was moved by **LeDoux** and seconded by **Ward** to approve the agenda.  
**Motion Carried Unanimously.**

**III. MINUTES OF PREVIOUS MEETING – April 13, 2015**

Chair Nelson approved the minutes as submitted.

**IV. PUBLIC COMMENT - None**

**V. OLD BUSINESS - None**

**VI. NEW BUSINESS**

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.

It was moved by **LeDoux** and seconded by **Randolph** to approve merit increases for classified employees.

**Motion carried unanimously.**

- B. Clerk Recorder/Elections – Classification Specification Revision request – Recorder/Elections Supervisor.

It was moved by **LeDoux** and seconded by **Ward** to approve Clerk Recorder/Elections – Classification Specification Revision request – Recorder/Elections Supervisor.

**Motion carried unanimously.**

**VII. COMMUNICATIONS - Reports to the Commission are informational items only. (No action will be taken)**

- A. Provisional appointment - None

- B. Staff reports and correspondence:

- Lori Walsh shared with the Commissioners of staff changes in Personnel:
  - Michelle Beauchamp promoted to HHS as a Client Services Program Manager.
  - Jennifer Duvall promoted to Senior Personnel Analyst replacing Michelle Beauchamp.
  - Kelly Tourville promoted to Personnel Analyst I replacing Jennifer Duvall.

- C. Commissioner comments:

- Commission Chair Nelson mentioned that department head meetings have been scheduled with Treasurer/Tax Collector – Jenine Windeshausen and Assessor – Kristin Spears for May 13, 2015. Commissioner Chair Nelson, Commissioner Ward and Lori Walsh will also be attending.

- Commissioner Ward was present for a Sierra College presentation by Suzanne Holloway (Personnel) and Captain Mark Reed (Sheriff's Office). They offered information about the Placer County Personnel Department hiring process, successful tips and suggestions to have a successful career in the County. Commissioner Ward commended Ms. Holloway for the presentation and expressed appreciation for her participation.

**VIII. ADJOURNMENT @ 4:50 PM**

There being nothing further to come before the Commission, it was moved by **LeDoux** and seconded by **Randolph** to adjourn the meeting.

The next regular meeting of the Commission will be held on:

**Monday – June 8, 2015**

Placer County Administrative Offices – Tahoe City  
775 North Lake Blvd.  
Tahoe City, CA  
530-581-6200

PLACER COUNTY CIVIL SERVICE COMMISSION

---

DON NELSON  
CHAIR

---

KELLIE CRAIG  
EXECUTIVE SECRETARY