



COUNTY OF PLACER CIVIL SERVICE COMMISSION

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

Monday – August 10, 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 Community Development Resource Agency
Planning Commission Hearing Room
3091 County Center Drive
Auburn, CA 95603

Commissioner Randolph absent.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

4:30 PM

OPEN SESSION

FLAG SALUTE Led by Commissioner Costa

I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.

Chair Nelson announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Government Code Section: 54957 Public Employee Performance Evaluations.

No action to report.

II. AGENDA APPROVAL

It was moved by **LeDoux** and seconded by **Ward** to approve the agenda as modified.

Motion Carried Unanimously.

III. MINUTES OF PREVIOUS MEETING – July 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 **Costa** and seconded by **Ward** to approve merit increases for classified employees.

Motion carried unanimously.

- B. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of County Executive Office, Child Support Services and Sheriff's Office.

It was moved by **LeDoux** and seconded by **Costa** to approve the Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of Administrative Services, County Executive Office and Child Support Services.

Motion Carried Unanimously.

- C. Health and Human Services – Classification Specification Revision Request – Animal Control Manager including a title change from Animal Control Manager to Animal Services Manager.

It was moved by **LeDoux** and seconded by **Ward** to approve the Classification Specification Revision Request – Animal Control Manager including a title change from Animal Control Manager to Animal Services Manager.

Motion Carried Unanimously.

- D. Community Development Resource Agency (CDRA) – Request for Placement in the Unclassified Service – Placer County Conservation Plan Program Administrator.

It was moved by **LeDoux** and seconded by **Costa** to approve the request for placement in the Unclassified Service – Placer County Conservation Plan Program Administrator.

- E. Personnel – Annual Report for fiscal year 2014/2015.

It was moved by **Ward** and seconded by **LeDoux** to approve the Personnel – Annual Report for fiscal year 2014/2015.

- F. (Information Only)
Work Out of Class Report for Fiscal Year 2014/2015
- June 28, 2014 through December 26, 2014
 - December 27, 2014 through June 26, 2015

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

- A. Provisional appointment - None

B. Staff reports and correspondence:

- Staff changes – Director Walsh announced the promotions of Hedy Dehghan and Ann McNellis to Personnel Services Manager.
- Introduction of staff – ASO Jon Harned introduced Casey Hauser who was selected for the Accountant Auditor II position. Jon provided an overview of Ms. Hauser's background, academic training and experience.

C. Commissioner comments

- Commission Chair Nelson announcement the re-appointment of Commissioner Nelson and Commissioner LeDoux by the Board of Supervisors on July 21, 2015 for an additional four (4) year term.
- Commission Chair Nelson announced that he had met with the Auditor-Controller to discuss Phase II Audit report. The Auditor-Controller, Andy Sisk, was very satisfied with the work that had been accomplished and no further audit activity is anticipated to undertaken at this time.
- Commission Chair Nelson commented that the Personnel Annual Report was a very enlightening and foundational document, and congratulated Director Walsh for putting together the report. Suggestion would be to take a copy of the Annual Report to your District Supervisor.
- Commission Chair Nelson commented that mandatory training for supervisors needs to be addressed. Following comments from Commissioner LeDoux, Chair Nelson urged that the Personnel staff work with the CEO's OD/Training division to provide supervisors and manager with the tools to be successful.
- Commissioner Costa commented that the Personnel Annual Report was well done and extended his appreciation for the work of the staff of the Personnel Department.

VIII. ADJOURNMENT @ 6:03 PM

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

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

Monday – September 14, 2015
Tahoe Administrative Center
775 North Lake Blvd
Tahoe City, CA 96145

PLACER COUNTY CIVIL SERVICE COMMISSION

DON NELSON
CHAIR

KELLIE CRAIG
EXECUTIVE SECRETARY