COUNTY OF Placer

CIVIL SERVICE COMMISSION

COMMISSIONERS
John Costa - Vice Chair
Ron Le Doux
Don Nelson
Andrae Randolph – Chair
Rick Ward

Monday, March 13, 2017

MINUTES

145 Fulweiler Avenue, Suite 200
Auburn, California 95603

Lori Walsh, Human Resources Director
Amy Pearson, Commission Clerk
Main Office: 530.889.4067
www.placer.ca.gov

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MEETING LOCATION:

Placer County Child Support Services
1000 Sunset Boulevard, Suite 200
Rocklin CA 95765
530.889.4060

4:00 PM **OPEN SESSION**

Roll Call – all commissioners were present at Roll Call

Flag Salute – led by Commissioner John Costa

I. **Agenda Approval**
It was moved by LeDoux and seconded by Nelson to approve the agenda. Motion carried.

II. **Approval of Minutes from previous meeting – February 14, 2017**
It was moved by LeDoux and seconded by Ward that the minutes of the February 14, 2017, meeting be approved as written.

III. **Public Comment:** Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

IV. New Business

A. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C)(5)(c.) for an employee assigned to the Health and Human Services Department.

Natalie Wilhite addressed the Commission and advised that the request was being withdrawn from the agenda as the employee is no longer working out of class.

B. **Request to approve the proposed revisions to the following classification specifications of Client Services Practitioner I/II and Client Services Practitioner – Senior in the Health and Human Services Department.**

It was moved by Ward and seconded by LeDoux to approve the proposed revisions to the subject class specifications as presented. Motion carried.

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

A. Provisional Appointments – None

B. Staff Reports and Correspondence

1. **Staff updates**
   - **Wendy Brodnick/Training Needs Assessment Overview**
     - Wendy Brodnick presented a summary of the Human Resources' Training Needs Assessment.
   - **Lori Walsh**
     - Director Lori Walsh introduced Paula Hood to the Commission. Paula, transferring from the DA's office, will be joining Human Resources as the new Executive Secretary.
     - Lori also shared with the Commission that next month's meeting will take place at Animal Services' newly constructed Animal Shelter. Preceding the meeting a tour of the facility will be offered. Those interested in participating in the tour should arrive at the meeting location by 3 PM.

C. Commissioner Comments

CLOSED SESSION

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

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

OPEN SESSION

VI. Report of action taken in closed session pursuant to Government Code Section 54957.1.
No action to report.

VII. 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 Nelson to approve the merit increases for the classified employees. Motion carried.

VIII. Adjournment @ 5:09 PM
There being nothing further to come before the Commission, it was moved by LeDoux and seconded by Costa that the meeting be adjourned.

PLACER COUNTY CIVIL SERVICE COMMISSION

Andrae Randolph, Chair

Dawn McCollum, Acting Commission Clerk