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 Commission Clerk. 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 Commission Clerk 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.

MEETING LOCATION:

Placer County Human Resources Department
145 Fulweiler Avenue, 1st Floor Conference Room
Auburn, CA 95603
(530) 889-4060

OPEN SESSION

Call to Order: 3:30PM
Roll Call
Judy Mckeig, Clerk to the Commission
Andraé Randolph, John Costa, Ron Le Doux, Rick Ward
Deborah Bennett (seated after Administration of Oath of Office)

Present: Led by Commissioner Ward

Flag Salute: Administration of the Oath of Office of Incoming Commissioner, Deborah Bennett
The Oath of Office was administered by William Wright, and Commissioner Bennett was counted as present.

Public Comment: None
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.

1. Approval of Agenda: Regular Meeting, July 8, 2019
Motion: Le Doux/Costa/Unanimous vote 5:0
Ayes: Randolph, Costa, Bennett, Le Doux, Ward
2. Approval of Minutes: Special Meeting, June 18, 2019
Commissioner Randolph approved the minutes with no changes.

3. Work Out-of-Class Pay Extension – Health and Human Services, Public Health Division
Approve a Work-Out-of-Class Pay Extension pursuant to Placer County Code Section 3.08.510(C)(5)(c) for one employee assigned to Health and Human Services, Public Health Division.
Presenter: Courtney Thomas, Human Resources Analyst
Attendee: Dr. Robert Oldham, Health Officer, HHS-Public Health
Motion: Le Doux/Costa/Unanimous vote 5:0
Ayes: Randolph, Costa, Bennett, Le Doux, Ward

Ms. Thomas provided an outline of the WOC extension request for an employee in the Whole Person Care (WPC) Program within the Public Health Division of HHS. The employee is a currently a Client Services Practitioner-Senior who is working out of class as a Client Services Program Supervisor. The WPC Program has one Client Services Program Supervisor whose workload is beyond the capacity of one person. The WOC began in January 2019 and this is the first time an extension has been requested. The extension request is for 180 days. The WPC Program is a grant funded pilot program, and it is unknown to what extent funding will be available after the end of the pilot in 2020. The WOC extension will provide time to determine whether funding will be available to support a second Client Services Program Supervisor. Commission discussion included but was not limited to, the nature of work of the Whole Person Care Program such as homeless liaison, crisis intervention, housing services, medical transportation, and disability applications; the agencies the program partners with such as The Gathering Inn and Roseville Police Department; and the current class of the employee. No public comment.

4. Work out of Class Pay Extension – County Executive Office
Approve a Work-Out-of-Class Pay Extension pursuant to Placer County Code Section 3.08.510(C)(5)(c) for one employee assigned to County Executive Office.
Presenter: Lindsay Killian, Human Resources Analyst
Attendee: Jane Christenson, Assistant CEO
Motion: Ward/Le Doux/Unanimous vote 5:0
Ayes: Randolph, Costa, Bennett, Le Doux, Ward

Ms. Killian provided an overview of the WOC extension request. The employee is currently an Administrative and Fiscal Operations Manager (classified position) who has been working out of class since January 2019 as a Principal Management Analyst (unclassified position). The employee assumed some of the fiscal- and budget-related duties and responsibilities of a former Deputy County Executive Officer (CEO) who transferred to another County department. This is the first time an extension has been requested. The CEO office is currently recruiting for a Finance and Budget Operations Manager who will assume these duties and it is anticipated the vacancy will be filled by the end of the 180-day extension. Ms. Killian noted an error in the department organization chart provided for this extension request, specifically that the two Budget Analyst positions should be shown as Management Analysts. Commission discussion included but was not limited to whether the vacant Deputy CEO position will be filled, and the open until filled recruitment timeline of the Finance and Budget Operations Manager. No public comment.
5. Communications

Reports to the Commission are informational only. No action will be taken.

a. Provisional Appointments: None

b. Staff Reports and Correspondence:
   i. HR Staffing Updates: Kate Sampson
      1. Jon Harned, Senior Analyst, announced the retirement of Dawn McCollum. Personnel Analyst, after 26 years of service with Placer County. Ms. McCollum announced her retirement in May but chose to remain with the County through the implementation of Workday and has done an outstanding job. She started as a typist in Health and Human Services (HHS) in 1993 and transferred to HR in 2006. Ms. McCollum also served as the Clerk to the Commission. Ms. Amy Pearson, Personnel Analyst, will be changing assignment and training as Ms. McCollum’s replacement. Ms. McCollum extended a warm welcome to Commissioner Bennett and offered thanks to Mr. Wright for his guidance, and to all her colleagues. Commissioner Randolph thanked Ms. McCollum for her service.

   ii. Suzanne Holloway, Personnel Services Manager, announced the recruitment for a Personnel Analyst to replace Ms. Pearson, and introduced Katelynn Mahaney, currently an Administrative Technician who will be working out of class as a Personnel Analyst to take on Ms. Pearson’s duties. Ms. Mahaney joined HHS in 2013 as an Eligibility Specialist and worked to senior level in 2015. She transferred to HR in 2017 and has provided support for the services division, recruitment, job analysis, and statistics. She has several degrees including an associate’s in arts, and a bachelor’s in child development, along with several certificates.

   c. Commissioner Comments
      i. Le Doux: extended a welcome to Deborah and noted it is great to have a female Commissioner back on the CSC.
      ii. Costa: extended a thank you to Ms. McCollum and wished her good luck.
      iii. Ward: echoed other sentiments, thank you to Dawn, and welcome to Deborah.
      iv. Bennett: noted she is grateful for the opportunity, hoped to add to the CSC, and agreed it is important to have diverse representation.
      v. Randolph: thanked everyone for all their hard work, greatly appreciated.

CLOSED SESSION

6. §54957 - 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, Code Section 3.04.650.

OPEN SESSION

Closed Session Report
Report of no action taken in closed session pursuant to Government Code Section 54957.1.
7. **Classified Employees Merit Increases**
   Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).
   Motion: Le Doux/Costa/Unanimous vote 5:0
   Ayes: Randolph, Costa, Bennett, Le Doux, Ward

8. **Adjournment**
   Motion: Bennett/Le Doux/Unanimous vote 5:0
   Ayes: Randolph, Costa, Bennett, Le Doux, Ward

**Civil Service Commission – Upcoming Regular Meeting**

Monday, August 12, 2019 at 3:30 PM
Human Resources Department
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603
530-889-4060

Andrae Randolph, Chair

Judy McKeig, Commission Clerk