



MENDOCINO COUNTY CIVIL SERVICE COMMISSION

AGENDA

SCOTT WARD
1ST DISTRICT
COMMISSIONER

TERRY POPLAWSKI
2ND DISTRICT
COMMISSIONER

SHERRIE EBYAM
3RD DISTRICT
COMMISSIONER

GINNY FETH-MICHEL
4TH DISTRICT
COMMISSIONER - CHAIR

MARILYN HARDEN
5TH DISTRICT
COMMISSIONER - VICE-
CHAIR

DATE: Wednesday, June 19, 2019
TIME: 9:00 A.M.
PLACE: Board of Supervisors Chambers
501 Low Gap Road, Room 1070
Ukiah, CA 95482

AGENDA

Following the posting of the agenda, the agenda and supporting documentation is available for public review at the Human Resources Department, 501 Low Gap Road, Room 1326, Ukiah, CA 95482 during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or at: www.mendocinocounty.org/hr.

The County is committed to making its Commission meetings accessible to all citizens. Individuals with special needs may call telephone number (707) 234-6600, email hr@mendocinocounty.org, or send a facsimile transmission to (707) 468-3407.

Those attending the meeting are advised that cell phones and electronic devices are to be silenced during the meeting.

1. OPEN SESSION

Roll Call

2. APPROVAL OF MINUTES

Approval of Minutes of May 15, 2019 Commission Meeting.

3. PUBLIC EXPRESSION

This is an opportunity for the public to address the Commission on matters not listed on this agenda. If you wish to speak, please use the microphone at the lectern. Please begin by stating your name and the organization you represent, if any. The Chair of the Commission may impose a time limit on any speaker depending on the number of people wanting to speak and time available. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

4. EMPLOYEE ORGANIZATION

This agenda item is to be used for Employee Organization representatives to present information/requests to the Civil Service Commission.

5. CLOSED SESSION

Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1.

5a) Pursuant to Government Code Section 54957(b) – Public Employee Performance Evaluation (Extension of Probationary Period)
Title: Deputy Sheriff Coroner II

The Civil Service Commissioners request the appearance of any Department Head/or department representative at meetings that have matters relevant to their department. Failure to attend may result in delays in action of agenda items or denial of presented requests.

- 5b) Pursuant to Government Code Section 54957(b) – Appeal Hearing
Title: Executive Office – Facility and Fleet; Building Maintenance Mechanic

6. CLASSIFICATION STUDIES

None.

7. HUMAN RESOURCES DIRECTOR REPORT

This agenda item is to be used for the Human Resources Director to provide information to the Commission regarding Human Resources issues.

ADJOURN

The meeting will adjourn when all business has been covered.



**CIVIL SERVICE COMMISSION
COUNTY OF MENDOCINO**
501 Low Gap Road, Room 1326
Ukiah, CA 95482

SUMMARY/ACTION MINUTES

DATE: Wednesday, May 15, 2019

LOCATION: Board Chambers
501 Low Gap Road
Ukiah, CA 95482

TIME: 9:00 A.M.

COMMISSIONERS PRESENT: Scott Ward, Marilyn Harden, Sherrie Ebyam, Ginny Feth-Michel, and Terry Poplawski

COMMISSIONERS ABSENT:

ALSO PRESENT: Juanie Cranmer, Human Resources Manager
Shellie Tubbs, Office Services Supervisor
David Rapport, Counsel for Commission

CALL TO ORDER

The May 15, 2019, Civil Service Commission meeting was called to order at 9:02 A.M. by Chair Feth-Michel.

Chair Feth-Michel introduces Commissioner Ebyam to Civil Service Commission.

AGENDA ITEM NO. 1 – ROLL CALL

Present: Commissioners Harden, Ebyam, Ward, and Poplawski. Chair Feth-Michel presiding.

AGENDA ITEM NO. 2 – APPROVAL OF MINUTES

COMMISSION ACTION: Upon motion by Commissioner Poplawski, seconded by Commissioner Harden, and carried (3/0, Commissioners Ebyam and Ward abstained); IT IS SO ORDERED that the minutes of the April 17, 2019, Commission meeting are approved as amended.

AGENDA ITEM NO. 3 – PUBLIC EXPRESSION

None.

AGENDA ITEM NO. 4 – EMPLOYEE ORGANIZATION

None.

AGENDA ITEM NO. 5– ADJOURN TO CLOSED SESSION – PERSONNEL MATTER

Any public reports of action taken in the closed session will be made in accordance with Government Code section 54957.1.

Prior to adjournment, County Counsel requested that the Commission hear Item 5b first due to developments in the appeal.

ADJOURNED TO CLOSED SESSION: 9:09 A.M.

5a) Public Employee Appointment – Examination Appeal
Title: Eligibility Specialist Supervisor

5b) Pursuant to Government Code Section 54957(b) – Disciplinary Appeal Hearing
Title: Treasurer-Tax Collector's Office – Revenue Recovery Specialist

RECONVENED IN OPEN SESSION: 9:37 A.M.

Report out of Closed Session

5a) **COMMISSION ACTION:** Upon motion by Commissioner Ward, seconded by Commissioner Poplawski, and carried (5/0,); IT IS SO ORDERED that the Commission upholds Human Resources' denial of the appeal.

5b) **COMMISSION ACTION:** Upon motion by Commissioner Ward, seconded by Commissioner Poplawski, and carried (5/0,); IT IS SO ORDERED); that the Commission accepts the Appellant's withdrawal of the appeal.

AGENDA ITEM NO. 6 – CLASSIFICATION STUDIES

None.

AGENDA ITEM NO. 7 – HUMAN RESOURCES DIRECTOR REPORTS

PRESENTER/S: Ms. Juanie Cranmer, Human Resources Manager

Ms. Juanie Cranmer, Human Resources Manager, stated the Supervisors Academy finished the third module. There are many in attendance and the trainings have been well received. Human Resources plans on developing and implementing a managers academy in 2020.

Ms. Cranmer stated we are currently in labor negotiations with two groups, and have been recently contacted by two (2) more. Human Resources anticipates to be in negotiations with all groups by the end of the year due to all the contracts expiring this year.

The Mendocino County Executive Leadership Team (MCELT) will begin developing plans to roll out the next level of leadership initiative. This next phase will be referred to as "Leadership 2.0," and will build on prior accomplishments. The focus will be on streamlining and improving services, and the development of employees as public servants.

ADJOURN

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMISSION, THE MENDOCINO COUNTY CIVIL SERVICE COMMISSION ADJOURNED AT 9:39 A.M.

Juanie Cranmer
Human Resources Manager and Secretary to the Civil Service Commission