



MENDOCINO COUNTY CIVIL SERVICE COMMISSION

AGENDA

SCOTT WARD
1ST DISTRICT
COMMISSIONER – VICE
CHAIR

TERRY POPLAWSKI
2ND DISTRICT
COMMISSIONER

SHERRIE EBYAM
3RD DISTRICT
COMMISSIONER

GINNY FETH-MICHEL
4TH DISTRICT
COMMISSIONER

MARILYN HARDEN
5TH DISTRICT
COMMISSIONER - CHAIR

DATE: Wednesday, January 15, 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 December 18, 2019 Regular Meeting and December 19, 2019 Special 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) – Disciplinary Appeal Hearing Findings
Title: HHSA, Social Worker III

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.

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, December 18, 2019

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

TIME: 9:00 A.M.

COMMISSIONERS PRESENT: Scott Ward, Sherrie Ebyam, and Terry Poplawski

COMMISSIONERS ABSENT: **GINNY FETH-MICHEL, MARILYN HARDEN**

ALSO PRESENT: Juanie Cranmer, Human Resources Manager
Shellie Tubbs, Office Services Supervisor

CALL TO ORDER

The December 18, 2019, Civil Service Commission meeting was called to order at 9:01 A.M. by Vice-Chair Ward.

AGENDA ITEM No. 1 – ROLL CALL

Present: Commissioners Ebyam, and Poplawski. Vice-Chair Ward presiding.

Absent: Commissioner Feth-Michel, and Commissioner Harden absent by prearrangement.

AGENDA ITEM No. 2 – APPROVAL OF MINUTES

COMMISSION ACTION: Upon motion by Commissioner Poplawski, seconded by Commissioner Ebyam, and carried (3/0, Commissioners Feth-Michel and Harden absent); IT IS SO ORDERED that the minutes of the October 16, 2019, Commission meeting are approved as presented.

AGENDA ITEM No. 3 – PUBLIC EXPRESSION

NONE.

AGENDA ITEM No. 4 – EMPLOYEE ORGANIZATION

NONE.

AGENDA ITEM No. 5 – ADJOURN TO CLOSED SESSION – PERSONNEL MATTER/S

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

ADJOURNED TO CLOSED SESSION: 9:06 A.M.

5a) Pursuant to Government Code Section 54957(b) – Public Employee Performance

Evaluation of Probationary Period
Title: HHSA, Program Administrator

5b) Pursuant to Government Code Section 54957(b) – Disciplinary Appeal Hearing
Title: HHSA, Social Worker III

RECONVENED IN OPEN SESSION: 5:19 P.M.

Report of action taken in Closed Session

5a) **COMMISSION ACTION:** By unanimous vote (3/0, Commissioners Feth-Michel and Harden absent); IT IS SO ORDERED that the Commission extends the probationary period of the affected incumbent for a period of six (6) months.

5b) Vice Chair Ward announced hearing will reconvene at 9:00 A.M. on December 19, 2019

AGENDA ITEM NO. 6 – CLASSIFICATION STUDIES

NONE.

AGENDA ITEM NO. 7 – HUMAN RESOURCES DIRECTOR REPORTS

PRESENTER/S: Juanie Cranmer, Human Resources Manager

Note: This item was heard after Item No.4, prior to adjourning to closed session for Items 5a and 5b.

Ms. Juanie Cranmer, Human Resources Manager, stated labor negotiations have been finalized with the last bargaining unit for Department Heads going before the Board of Supervisors last week. The Board adopted a three (3) year contract, which was similar to all the other three (3) year contracts that included market adjustments that move employees to within 90, or in some cases, 95 percent of the market over the next three (3) years. The contract also includes a three percent (3%) cost of living allowance for the next three (3) years.

Ms. Cranmer stated the CEO has appointed William Schurtz, who is currently one of the Assistant HHSA Directors, as Director of Human Resources. His effective date is December 29, 2019.

William Schurtz introduced himself to the Commission, stating he has been in Human Resources for government entities for the last 20 years. He joined the Air Force right out of high school, and retired after 20 years. He worked for the State of Idaho for 12 years, and four (4) years as an HR Manager in Sonoma County. He came to Mendocino County in 2017 as a contractor for the Fire Recovery Team. He left for a short time, and when he returned, he held the position of Assistant HHSA Director. He is looking forward to his new role as HR Director, as well as working with the Commission.

AGENDA ITEM NO. 8 – ADJOURN

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMISSION, THE MENDOCINO COUNTY CIVIL SERVICE COMMISSION ADJOURNED AT 5:20 P.M.

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



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

SUMMARY/ACTION MINUTES

DATE: Thursday, December 19, 2019

LOCATION: Conference Room B
501 Low Gap Road
Ukiah, CA 95482

TIME: 9:00 A.M.

COMMISSIONERS PRESENT: Scott Ward, Sherrie Ebyam, and Terry Poplawski

COMMISSIONERS ABSENT: **GINNY FETH-MICHEL, MARILYN HARDEN**

ALSO PRESENT: Juanie Cranmer, Human Resources Manager
Heather Crapo, HR Analyst

CALL TO ORDER

The December 19, 2019, Civil Service Commission Special meeting was called to order at 9:02 A.M. by Vice Chair Ward.

AGENDA ITEM NO. 1 – ROLL CALL

Present: Commissioners Ward, Ebyam, and Poplawski. Vice Chair Ward presiding.

Absent: Commissioners Feth-Michel and Harden absent by prearrangement.

2 CLOSED SESSION - CONTINUED

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

5b) Pursuant to Government Code Section 54957(b) – Disciplinary Appeal Hearing
Title: HHSA, Social Worker III

RECONVENE OPEN SESSION

RECONVENED IN OPEN SESSION: 7:05 PM

5b) **COMMISSION ACTION:** Upon motion by Commissioner Poplawski, Seconded by Commissioner Ward, and carried 2/1 (Ward and Poplawski yea, Ebyam nay); IT IS SO ORDERED that the Commission upholds the disciplinary action taken against Social Worker III.

ADJOURN

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMISSION, THE MENDOCINO COUNTY CIVIL SERVICE COMMISSION ADJOURNED AT 7:06 P.M.

Juanie Cranmer

Human Resources Manager and Secretary to the Civil Service Commission

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