



COUNTY OF EL DORADO CIVIL SERVICE COMMISSION

MEETING MINUTES May 15, 2019 at 10:00 a.m. 330 Fair Lane, Placerville, CA 95667 Board of Supervisors Meeting Room

I. CALL TO ORDER AND ROLL CALL

A. Call to order 10:01am.

B. In attendance:

- Commissioner Ed Miller (via telephone for business meeting)
- Commissioner Pam Miller
- Commissioner Ken Cater
- Commissioner Richard Ross
- Commission Counsel, Anne Keck
- Deputy County Counsel, Roger Runkle
- Sheriff's Office Representative, Bryan Golmitz
- Commission Executive Officer Designee (Recording Secretary), Katie Lee
- Commission Executive Officer Designee (Alternate Recording Secretary), Elizabeth Sorg
- Town and County Transcriber, Carole Brown

II. APPROVAL OF AGENDA

A. Commissioner E. Miller motions to approve. Commissioner Cater seconds.

III. OPEN FORUM

A. Nothing to report in open forum.

IV. BUSINESS MEETING – Commissioner E. Miller apologizes for not being present. He will participate in the business portion but will not participate in the closed hearing.

A. Approval of January 16, 2019 Meeting Minutes

- i. Discussion from Commissioners about whether decisions of Commission should be reported in Open Session. Counsel said she would research the legality and report back to the Commissioners.
- ii. Commissioner Cater moves to approve minutes. Commissioner P. Miller abstains from approving minutes. Commissioner E. Miller abstains from approving. No quorum willing to vote on minutes. Approval of minutes moved to next session.

B. Discussion of Civil Service Commission Procedures Related to Disciplinary and Grievance Appeal Hearings

1. Procedures contained in Case Management Conference Memoranda related to information and documents provided to Commissioners prior to hearing



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- a. Counsel clarified that the Civil Service Commission (CSC) can provide Counsel with a different timeline at any time.
2. Timeframes for parties to submit exhibit binders to Commission
 - a. CSC discussed how many days in advance they would like the binders. They settled on 10 business days. Acting Chair, Commissioner P. Miller, directed Counsel to use the 10 day period moving forward.
3. Penalties for failure to comply with procedures set by Commission.
 - a. Commissioners agreed that Appellants should be advised that if evidentiary material does not comply with procedures, the CSC can exclude it.
 - b. Acting Chair, Commissioner P. Miller, directed Counsel to follow this procedure. Counsel will draft a memo and update future Appellants.
4. Delivery methods of final written appeal decisions to Commissioners
 - a. Commission unanimous consensus that decisions can be sent to Commissioners via email.
5. Memorialization of procedures related to hearings
 - a. Counsel wanted to clarify that all decisions on practice today were directions to her and not changes in the official CSC Rules, which would require approval from the Board of Supervisors.
 - b. Commissioners agreed and further clarified that all directives today were not to Anne personally, but rather to the Office of the Attorney for the CSC.
- C. Acknowledge the re-appointments of Commissioners Edward Miller and Kenneth Cater by the County of El Dorado Board of Supervisors. Term expirations: 1/1/2023. (Legistar Item: 18-1961, January 8, 2019)
 - i. Acknowledged.
 - ii. Commissioner Cater requests that this become an ongoing entry for other terms that expire.

Open session closed 10:38am.

V. CIVIL SERVICE COMMISSION CLOSED HEARING: Public Employee Discipline/Dismissal/Release (Govt. C. sec. 54957, subd. (b)).

- A. Closed Evidentiary Hearing began 10:41 AM
- B. Closed Session Deliberation
- C. Closed Hearing Decision Announcement 5:05 PM

VI. OPEN SESSION began 5:06 PM.



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VII. Meeting adjourned at 5:06 PM.

Respectfully submitted by,

Katie Lee

Civil Service Commission Executive Officer Designee