

CIVIL SERVICE COMMISSION

Thursday, June 2, 2022

3:30 p.m.

In accordance with AB 361, Governor Newsom's March 4, 2020 State of Emergency due to the COVID-19 Pandemic, the Sonoma County Public Health Officer's Recommendation for Teleconferenced Meetings, and the Sonoma County Board of Supervisors Resolution 21-0399, the June 2, 2022 Civil Service Commission meeting will be held virtually.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

The June 2, 2022 Civil Service Commission will be facilitated virtually through Zoom.

1. Join the Zoom meeting application on your computer, tablet or smartphone:

Go to:

<https://sonomacounty.zoom.us/j/91006776909?pwd=YkY2NVdqTFJKa3JSK3UxbEZkYktXUT09>

2. Call-in and listen to the meeting:

By telephone:

Number: +1 (669) 900-9128

Webinar ID: 910 0677 6909

Passcode: 917107

PUBLIC COMMENT PRIOR TO THE COMMISSION MEETING:

Public Comment may be submitted via email.

EMAIL PUBLIC COMMENT: To submit an emailed public comment, email the Commission Secretary at yuka.kamiishi@sonoma-county.org by June 13, 2022 to ensure the commissioners review time. Please provide your name, the agenda items on which you wish to speak, and your comment in the email. These comments will be emailed to all Civil Service Commission members.

PUBLIC COMMENT DURING THE COMMISSION MEETING:

PUBLIC COMMENT USING ZOOM: Available time for comments is determined by the Chair based on agenda scheduling demands and total number of speakers. Members of the public who join the Zoom meeting, either through the Zoom app or by calling in, will be able to provide live public comment when the Chair opens the public hearing for your item of interest. Please take the time to

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locate the raise hand feature in the app, press the Alt & Y keys together on your keyboard, or press *9 to raise and lower your hand when calling in. Your name, or phone number if you call in, will be announced when it is your turn to speak. One public comment is allowed per person.

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation or an alternative format to assist you in observing and commenting on this meeting, please contact the Commission Secretary at (707) 565-6195 or by email yuka.kamiishi@sonoma-county.org by 12pm Monday, June 13, 2022 to ensure arrangements for accommodation.

The rules for public observation and comment supersede and replace the standard provisions on below for the duration of the public health emergency.

Public Comment: Any member of the public may address the Commission on a matter listed on the agenda. Commenters are requested to come forward to the podium when recognized by the Commission Chair. Please state your name and limit your comments to the agenda or report item under discussion. Available time for comments is determined by the Commission Chair based on agenda scheduling demands and total number of speakers.

Disabled Accommodation: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Commission Secretary, Yuka Kamiishi at (707) 565-6195 or by email at yuka.kamiishi@sonoma-county.org, as soon as possible to ensure arrangements for accommodation.

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Human Resources office at the above address during normal business hours.

- I. **Call to Order**
- II. **Approval of Minutes of May 5, 2021**
- III. **Director's Report**

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IV. Public Comment

Any member of the public may address the Commission on a matter not listed on the agenda but within the subject matter jurisdiction of the Commission. Please state your name and who you represent, if applicable. Comments may be limited to 3 minutes, or as determined at the discretion of the Chair. Under State Law, matters presented during public appearances cannot be discussed or acted upon by the Civil Service Commissioners.

V. Agenda Items

A. Update on The Brown Act Requirements and Options for Virtual/Hybrid Meeting

Christina Cramer, Human Resources Director

VI. Reports

A. Ad Hoc Subcommittee Report

Commissioner Mark Welsh

VII. Appeals

VIII. Other Scheduling Matters

IX. Commissioners Closed Session

X. Reconvene from Closed Session

XI. Commissioners Open Session

XII. Adjourn

The next Civil Service Commission meeting will be **Thursday, June 16, 2022** at 3:30 p.m., virtually with Zoom. The Agenda deadline for this meeting is 2:00 p.m., Monday, June 13, 2022.

**CIVIL SERVICE COMMISSION
MEETING MINUTES**
Sonoma County Human Resources Department
May 5, 2022

PRESENT

Commissioners: Anthony Withington (Chair), Jerry Dunn (Vice Chair), Mark Walsh, John Hadzess

Human Resources Staff: Christina Cramer, Spencer Keywood, Yuka Kamiishi, Paul Carroll, Colleen Goetz, Amy Kraus, Eric Payne, Jennifer Stockinger

Commission Counsel: Not Present

I. CALL TO ORDER

The virtual meeting was called to order at 3:35 p.m.

II. APPROVAL OF MINUTES

Motion: Commissioner Dunn

Second: Commissioner Walsh

Ayes - Roll Call Vote: 4 Abstain: 1 Absent: 0

III. DIRECTOR'S REPORT

Spencer Keywood, Recruitment & Classification Manager, reported on behalf of Christina Cramer, HR Director, who was attending another meeting in the first several minutes. HR is currently recruiting the Safety Manager and Employee Relations Manager. Spencer also informed the Commission that the interview process of the Director of the Independent Office of Law Enforcement Review and Outreach (IOLERO) is in progress. Christina later joined the meeting and did not have anything else to add to her report.

IV. PUBLIC COMMENT

N/A

V. AGENDA ITEMS

A. In-Person/Virtual (Hybrid) Meeting Logistics

Human Resources Director informed the Commission of the current practices in the County: The Board of Supervisors started meeting in person with an option of attending the meeting virtually. Pursuant to AB 361, virtual meetings are allowed until January 1, 2024. The Board Chamber is not available on Thursday afternoons for this Commission's use. It is only available on the first and third Mondays of each month from 3:00 p.m. to 5:00 p.m.. The HR large training room, which the Commission used in the past, is available for use. We will put this agenda again at the next meeting with an action/vote.

VI. REPORTS

VII. APPEALS

N/A

VIII. OTHER SCHEDULING MATTERS

N/A

IX. COMMISSIONERS CLOSED SESSION

N/A

X. RECONVENCE FROM CLOSED SESSION

N/A

XI. COMMISSIONERS OPEN SESSION

A. HR Bulletin Board

Yuka Kamiishi, Human Resources Executive Assistant, informed the Commission that there is a large bulletin board by the HR central office, which is under-utilized. She suggested we put the Commission's information, including each Commissioners' brief bio and photos to help the public understand the work of the Commission. The information can also be posted online. Yuka will send them a template for them to submit for their bios.

XII. ADJOURN

The Civil Service Commission meeting adjourned at 4:03 p.m.